

ANNUAL NARRATIVE REPORT  
OF  
EXTENSION WORK FOR 1953  
BLAND COUNTY

T. E. Mallory, County Agent  
Elizabeth Tuggle, Secretary

Headquarters, Bland Courthouse  
Bland, Virginia

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## BLAND COUNTY AND ITS' TYPE OF AGRICULTURE

Bland County is primarily a mountainous livestock farming section, with about two-thirds of the land covered with forests. According to the 1950 Census, the land area of Bland County is 369 square miles, or 236,160 acres - of which 125,072 acres, or 53 percent lies within boundaries of the county's 787 farms, which average 58.9 acres in size. The other 47 percent of the area consists mostly of Jefferson National Forest land or large forest holdings owned by corporations and individuals.

The 1950 population of the county was 6,436 people, of which more than 98 percent is white, and 74 percent farm people.

The farm land soils of Bland County are mostly derived from limestone, however, some of the soils are of sandstone and shale origin. The county's elevations above sea level vary from 2,000 feet along the streams to as high as 4,400 feet on Garden Mountain. This makes the topography of the land mostly steep and rough, without much level land.

Of the 125,072 acres of farm land, 55,427 acres are in woodland; 43,176 acres in pasture land; and only 23,364 acres of cropland.

Agriculture is the main source of income for the Bland County people, since there are not any large towns or much industrial activity in the county.

Bland County's type of agricultural products, listed in the approximate order of their importance are: beef cattle, dairy cattle, sheep, poultry, swine, forage crops, grains, timber, tobacco and truck crops.

## BLAND COUNTY AGRICULTURAL EXTENSION ORGANIZATION

Since Bland County is primarily a livestock grazing section, the county extension program is mainly a livestock and agronomy program designed to improve the quality and efficiency of livestock production.

The Bland County Agricultural Extension Program is centered around the Extension-T.V.A. Demonstration Farm Program, the 4-H Club Program, and work with the various county agricultural organizations. However, much time is spent assisting the individual farmers with their production and marketing problems.

The Bland County Agricultural Extension staff, during 1953, consisted of T. E. Mallory, County Agent and Elizabeth Tuggle, Secretary, twelve months and Mrs. Lois Crabtree, Home Agent for eleven months and Miss Mary E. Hagler, Home Agent for one month.

Bland County is divided into four magisterial districts for county government purpose, and much of the Agricultural Extension Work is conducted on the basis of this division. However, for program planning purposes, and to better reach more people with most of the Extension Program, the county is divided into seven communities.

The county agricultural program is planned by consultations of meetings with representatives of the various communities, commodity committeemen and committees of some of the county's agricultural organizations.

The organizations in the county with which the Extension staff works in carrying out the county agricultural program are: 4-H clubs, Bland County Kiwanis Club, Ceres Ruritan Club, Mechanicsburg Ruritan Club, Rocky Gap Ruritan Club, Farm Bureau, Southwest Virginia Sheep Breeders, Bland County Hereford Breeders, Bland County Fair Association, Bland Farmers Cooperative, Inc., Bland County Dairymen's Association, the Dairy Herd Improvement Association, Bland Dairy Artificial Breeding Association, Bland County members of the Wythe Farm Bureau Cooperative, Bland County Veterans Farm Training Program, Production and Marketing Administration, Soil Conservation Service, Farmers Home Administration, and Vocational Agriculture.

During the year the County Agent devoted 29 days on in-service training. Three weeks of this time was spent at the Southern Regional Extension School at the University of Arkansas, June 29 - July 17. The courses taken at this extension school were: effective use of information media, public policies for agriculture and use of groups in extension work. The other professional improvement work consisted of state and district extension conferences or meetings.

On January 26th, the agent made a 1952 annual report to the Bland County Board of Supervisors, the governing body of the county, and a similar report was published in the county paper.

COUNTY AGRICULTURAL EXTENSION PROJECT ACTIVITIES

4-H CLUB PROGRAM

There were seven organized 4-H clubs with a total of 131 members, with which the county agent worked this year. These 4-H club members were enrolled in 175 projects, of which 81 projects were completed, however, 85 percent of the 4-H members did good project work.

The number of 4-H club members enrolled by projects are: 81 farm and home electric, 26 dairy cattle, 20 poultry, 8 beef cattle, 7 sheep, 21 swine, 7 rabbits, 2 corn and 3 vegetables.

Listed below are some of the main activities in which Bland County 4-H club members took part: 70 regular 4-H monthly meetings - attendance of 1360; nine members attended 4-H Camp; approximately one hundred 4-H members attended the county fair; four farm electric project tours with attendance of 35; twenty 4-H club officers attended a County Council Planning Meeting; fifty 4-H members and parents attended the county 4-H picnic; 125 members given instruction on safety and fire prevention; 15 members attended annual 4-H Club Night at Bland and Kiwanis meeting, March 10; seven clubs observed National 4-H Club Week and Rural Life Sunday and two electric project winners and the agent attended the Virginia 4-H Electric Congress.

The 1953 Bland County 4-H Club Award winners for county agent supervised work are: 4-H Achievement, Bobby Gene Newberry and Arthur Wright, Bland; Farm and Home Electric, Richard Kidd, Bland, county winner's trip to state electric congress, and medal winners for the next best electric projects - Buster Stowers, Rocky Gap and Henry Burton, Bland; Dairy Achievement Blue Award winners, Elmer Chesning, Mechanicsburg, Alvin Dillow, Woodrow D. Brown and David Tate, Bland; Meat Animal, Sally Mallory, Bland.

Bobby Gene Newberry of the Bland 4-H Club exhibited a pen of 4-H Club fat Southdown lambs at the Atlantic Rural Exposition, Richmond, Virginia, which won the first place prize in the junior department, and Grand Champion honors of the Fat Lamb Show. Betty Sue Newberry, Bland, exhibited a pen of Dorset fat lambs which won second place award in the junior department at the Atlantic Rural Exposition.

The 4-H Electric project is probably the project in which 4-H Club members took the most interest. Two agricultural engineers of the local power company assisted the agent with the electric projects.

The 4-H members enrolled in the electric project were given simple instructions on repairing service cords, light sockets, proper uses of electric fuses, importance of using the right size electric wire, proper home lighting, and the types of electricity.

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Although there was not enough time devoted to 4-H Club work in Bland County to make it what it should be this year, the 4-H Program has made some progress and helped the 131 members enrolled. There was also more than twice as many 4-H projects completed this year as compared with last year's completions.

#### LIVESTOCK

The livestock program for Bland County is closely correlated with the agronomy and Extension-T.V.A. Demonstration Farm Programs, since improved pastures and efficient production of feed crops are vital to successful livestock production.

The Livestock School held January 8 and the Emergency Livestock Feeding Meeting held November 10 were probably the most important contacts with the Bland County livestockmen during this year. Eight extension specialists assisted with these meetings to bring information to livestockmen on feeding livestock, buildings and equipment, feed production, breeding, and other management problems. Both of these meetings were supplemented by newspaper articles, bulletins, and personal contacts. It is estimated that at least 85 percent of the livestockmen were reached by some phase of this work.

Efficiency of production and the improvement of the quality of beef cattle, sheep and hogs by the use of good purebred sires is the foundation of the Bland County Livestock program.

During 1953, one hundred six purebred livestock sires were purchased by 96 Bland County farmers to improve their herds and flocks. The number of these purebred sires by breeds were: 50 Hereford bulls, 4 Angus bulls, 2 Shorthorn bulls, 16 Hampshire rams, 8 Southdown rams, 6 Dorset rams, 4 Suffolk rams, 5 Hampshire boars, 5 Poland-China boars, 4 Berkshire boars, and 2 Tamworth boars. The above number of purebred sires is nine more than the number Bland County farmers purchased last year. A conservative estimate shows that at least 35 other livestock sires out of unregistered parents were bought by county farmers. About one-half of the purebred sires purchased by livestockmen this year came from purebred herds or flocks located within Bland County. The purebred livestockmen of the county are both increasing the number of animals and improving the quality of their herds.

Bland County is well adapted to sheep production and more farmers could improve their farm business by raising sheep. Therefore, the sheep program for Bland County is mainly to increase the sheep numbers on farms adapted to sheep, improve the quality of the sheep and wool, and to control parasites by the latest practical methods.

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Since there is a great need for better quality hogs and proper feeding of hogs, the extension program on hogs is centered around these two things to improve the efficiency of hog production on farms adapted to hogs as a side line business.

Throughout the year the agent aided livestockmen with problems of breeding, feeding practices, parasites, diseases, and other management problems. In this phase of the livestock work, approximately 70 method demonstrations were conducted. The types of method demonstrations put on by the agent and specialists were: dehorning calves, vaccinating calves for blackleg, vaccinating calves for hemorrhagic septicemia, castrating calves, docking and castrating lambs, castrating pigs and boars, treating sheep for worms with phenothiazine, treating cattle for grubs or warbles, treating livestock for digestive trouble, and various other animal parasite treatments or control methods.

As a result of the method demonstrations, each year more farmers learn how to vaccinate, castrate and treat their own livestock.

Since the Bland County Wool Pool was handled by the Wythe Farm Bureau Cooperative, Inc., the cooperative marketing of wool did not take much of the agent's time. The amount of wool marketed cooperatively through the United Wool Growers was about 14,000 pounds, which was some more than pooled last year.

Beef cattlemen of Bland County, assisted by the county agent and livestock specialists, marketed 378 head of cattle through the four following sales: The Christiansburg Hereford Feeder Calf Sale, September 29th; The Southwest Virginia Angus Feeder Calf Sale at Wytheville, October 8th; the Wythe-Bland Hereford Feeder Calf Sale at Wytheville, October 16th, and the Bland-Giles Purebred Hereford Breeders Sale at Bland, November 4th.

All the heifers in these sales were from herds that had received a negative test for Bangs and T. B. within 12 months preceding the date of the sales. This requirement made the heifers more attractive to the purchasers, which made them bring a better price for the producers.

36 Bland County calves were consigned to the Angus Feeder Calf Sale by 6 producers. The average price for the calves in this Angus Sale was around \$17.04 per hundred pounds.

Approximately 276 Bland County calves were consigned to the Wythe-Bland Hereford Feeder Calf Sale by 24 producers. The average price for the calves in the Hereford Feeder Calf Sale was around \$17.40 per hundred pounds. The calves in both of these feeder calf sales averaged about \$4.00 more per hundred pounds than similar calves sold at the regular livestock auction markets. The fancy and choice grade of calves in these sales sold for an average of approximately \$4.00 more per hundred

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pounds than the medium grade calves. The results of these sales show that it pays farmers to produce top quality calves and to sell them in graded, uniform weight lots. Due to the drouth this year, as was the case last year, the Bland County feeder calves did not weigh as much nor grade as good as they did in 1951. The calves sold through the feeder calf sale this year sold for from \$10.00 to \$15.00 per hundred less than they did last year.

Eighty-six purebred Herefords from 6 to 18 months old were sold at the Bland-Giles Hereford Sale in Bland on November 4th. The 62 heifers sold for an average of \$154.44 and the 24 bulls averaged \$237.08 per head. The average selling price for the sale was \$167.50 per head, while the 1952 sale averaged \$254.63. The quality of the cattle in this purebred sale was outstanding, and the prices were good compared with other purebred Hereford sales held in Southwest Virginia about the same time.

The extension staff assisted the Bland County purebred sheep producers who are members of the Southwest Virginia Purebred Sheep Breeders Association, in selling many high-quality rams and ewes through the purebred sheep sales in the state.

The livestock improvement program for Bland County this year made good progress. Many of the Bland County cattlemen lost money this year due to the drouth and the drop in cattle prices, however, the majority of the livestock producers are in good financial condition.

#### DAIRYING

The dairy program in Bland County is closely correlated with the agronomy and demonstration farm programs. A large portion of the dairy extension program in Bland County is conducted by working with and assisting the Bland County Dairymen's Association, the Tri-State Dairymen's Association, the Dairy Herd Improvement Association, the Bland County Dairy Artificial Breeding Association, and 4-H Club dairy projects.

During the spring a Bland County Dairy Herd Improvement Association was organized with five herds starting. A part-time technician was hired to do the work. Previous to this Bland County DHIA dairymen were members of other county organizations. The Bland County Artificial Breeding Association, which has been organized over two years, is not progressing very well. Several of the members seem to be dissatisfied with the service, and probably have not given it a fair trial. However, recently there are indications that interest in the work is increasing.

Four meetings were held with Bland dairymen to discuss milk marketing problems, and feeding problems created due to the late summer and fall drouth.

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The agent assisted members of the Bland County Dairymen's Association and other dairymen in organizing campaigns with veterinarians to vaccinate dairy calves for diseases during the year. Some time was also spent working with individual dairymen in feeding problems, treating cows for milk fever, disease control, control of parasites, vaccinating demonstrations, dehorning demonstrations, pasture improvement and crop production problems.

#### AGRICULTURAL ENGINEERING

Farm buildings, water systems, 4-H Club electric projects and crop drying were the projects worked on most in the agricultural engineering field. However, some time was spent by the agent and extension specialists on land drainage, irrigation, farm mechanical equipment, soil conservation problems and farm ponds.

The farm and home water system program was a cooperative project worked on by the county agent, home agent, vocational agriculture teachers, farm veterans' instructor, the school system, Appalachian Electric Power Company, water system dealers and the local health department.

At the first planning meeting of the workers cooperating in the project, it was decided to show a film on water under pressure to the children in the six county schools and to some adult groups. A survey was made in each school to find out the number of families represented by school children who did not have running water in their homes. Of 739 families contacted through the survey, 369 had running water in their homes and 370 did not. The survey also showed that 66.4 percent of the 444 families owning their homes had running water in their homes, while only 25 percent of the 295 families that did not own their homes had running water in their homes.

During the month of May, the county agent sent a letter offering assistance on water system projects and a pamphlet "Running Water Pays" to 235 of the families that reported they did not have running water in their homes. To date, very few responses have come from the letters, but it has been reported that twelve new water systems have been installed.

On March 18, an extension specialist and a power supplier field man assisted the agent with a tour to three farms with hay dryer installations. Following the tour, a discussion meeting, illustrated with slides, on the latest developments was held. A total of about 85 people attended the tour and meeting.

One barn hay dryer was installed in Bland County, which makes a total of sixteen in the county. All of the farmers who have barn hay dryers reported higher quality hay than by the sun-cured method, and that barn hay dryers are good investments.

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Specialist assistance was obtained for some irrigation prospective projects and one portable sprinkler system was installed on a dairy farm in June. The man with the irrigation system has obtained good results during the drouth this year.

#### AGRONOMY AND EXTENSION-T.V.A. DEMONSTRATION FARM PROGRAM

The agronomy and the T.V.A-Extension demonstration programs are very closely correlated, therefore, these programs are being written up together in this report. The T.V.A.-Extension Program is a great aid in setting on a sound agronomy program by the demonstration farm method.

There were 28 active Extension-T.V.A. demonstration farms in the county this year. The greater part of the county agronomy program was built around the demonstration farm program. There are 170 other farmers in Bland County that have been retired from the active status as demonstrators since they do not receive T.V.A. demonstration fertilizer any more. Many of these farmers are still doing some good extension agronomy demonstration work. One of the above active demonstration farms was established during June and eight other demonstration farms were dropped from the active list the first of the year.

The proper use of lime and fertilizer on pasture, meadows and cropland are the agronomy practices most stressed in Bland County, but importance of good seed and proper tillage is not overlooked.

The severe drouth in Bland County this year followed the drouth of last year reduced the amount of farm improvements below what the farmers had planned to do. The acreage of alfalfa seeded and new pasture seeding, such as ladino clover and orchard grass was reduced greatly. This, in turn, reduced the amount of lime and fertilizer used for hay and pasture land.

Although the progress made on demonstration farms was hindered by the drouth, according to their 1953 reports, the use of T.V.A. demonstration calcium metaphosphate on pasture increased the growth an average of 30 percent. An average of 30 days extra grazing period was reported by demonstrators for phosphated pastures, compared to untreated pasture plots. The demonstrators also report that in addition to producing more and better vegetation, the phosphated pastures have less weeds and a more dense sod which not only helps to control erosion, but puts more rapid gains on livestock than unfertilized pasture.

Mowing pastures is a good improvement practice during average years, however, this year, due to the drouth it was not advisable for many farmers to mow very much pasture land. However, 50% of the demonstrators reported mowing pasture this year, compared with 53% last year. There was probably about the same trend among non-demonstration farmers, because due to the drouth, it was not necessary to mow very much pasture.

The number of Bland County farmers growing ladino clover and orchard grass decreased some this year, probably partly due to the killing of stands by the drouth this year and last year. This year, only 46% of the demonstration farmers reported any ladino clover, and only 15% seeded it, while last year, 50% of the demonstrators reported it.

The production of alfalfa is on the increase in Bland County, since farmers are becoming familiar, through the demonstration method, with the fertilizer, lime, boron, and soil requirements to raise alfalfa successfully. The 1950 Census lists 77 alfalfa producers with a total of 454 acres of alfalfa. About one-half of the demonstration farmers are producing alfalfa, and according to their reports, they had a total of 130 acres of it this year. The total county acreage of alfalfa this year is probably about 750 acres, and this is about the same as last year's alfalfa acreage due to seeding failures.

Both demonstration farmers and non-demonstration farmers are improving their crop rotation systems. There is also an increasing number of farmers adopting strip cropping on their steep crop land in order to prevent erosion as much as possible.

About 70% of the corn produced in Bland County this year was from corn hybrids, and 70% of the demonstration farmers are using corn hybrids. Many Bland County farmers have still not tried a corn hybrid that is adapted to their conditions and many do not use enough fertilizer to grow a good crop of corn from corn hybrids. Therefore, there is still a need for some variety demonstrations in the county. Ten corn variety demonstrations were conducted this year, using the new VPI 645 or Ohio C-54 corn hybrids. Both of these varieties, under average conditions, seem to be more suitable to most farmers than U.S. 15, the variety that is most widely grown in the county. The corn yield of Bland County was cut more than 40% by the drouth this year, and some farmers reported their corn did not produce any grain. In fields where corn hybrids were planted beside of open-pollinated corn, the corn hybrid produced much better under the drouth conditions. The use of chemical weed killers on corn fields is increasing rapidly. Many farmers are well satisfied with the chemical weed control method, while others failed to use proper instructions to get good results.

Meetings and newspaper articles were the methods used most to reach the farmers on the agronomy program. The annual demonstration farmers' and agronomy meeting was held March 10, with an attendance of 15 farmers. The program for this meeting consisted of several progress reports by demonstration farmers. Agronomy and farm management specialists also made talks on farm management problems and latest developments in agronomy.

May 13th the Annual Demonstration Farm Field Meeting Tour was conducted by the agent and an agronomy specialist. Production of pasture and hay as they relate to livestock was discussed and observed on five farms with an

attendance of 45 farmers.

March 11th, a Burley tobacco production meeting was held at Ceres, with an attendance of 45. Specialist assistance was used, and the discussion was illustrated with slides. It was a very successful educational meeting.

In cooperation with the Soil Conservation Service and the vocational agriculture instructor, two soils appreciation schools were conducted with a total attendance of about 100. Both the boys and the men that attended seemed very much interested. It is a good method of teaching soils and soil management.

As a whole, the agronomy and demonstration program has made good progress this year and the agent has received excellent cooperation from farmers in conducting demonstrations.

#### POULTRY

The 1953 Extension Program centered around six farm flock improvement and chick rearing demonstrations, and the 4-H Club Poultry projects. These demonstrators are making good progress and their influence is spreading to other farmers.

In addition to working with the demonstration flocks and 4-H Club poultry projects, some time was spent on building problems, disease control, culling, better breeding, proper feeding and other general poultry problems. Practically all of poultry improvement work was conducted on a request basis and only a few days were spent directly on this project.

Although there is evidence in the county of improved poultry production practices, there is still a great need for educational work on better feeding and general flock management.

#### HORTICULTURE

Practically all the work along the horticultural line was centered around the home garden program, truck crop work and some landscaping. Some time was spent on 4-H Club garden projects, 4-H Club truck crop projects, orchard and small fruit work all during the year.

There was not very much time spent on horticultural work; this program was conducted on a request basis, and by newspaper articles.

Specialists' aid was secured for some gardening, truck crop and home landscaping problems.

## FORESTRY

Since approximately 65% or 164,923 acres of Bland County is in forest land, from which almost all of the good timber has been cut, there is a great need for the people of the county to become more conscious of intelligent methods of forest land management. However, about 80% of this woodland is in the Jefferson National Forest or owned by non-farm operators, and most of the non-farm forest is under good management which makes it a demonstration area for farmers and others to see. Of the non-farm woodland area, 21,116 acres are in the Jefferson National Forest land and 6,500 acres are owned by the Pocahontas Fuel Company.

Very little time was spent on forestry since almost all of the farmers were too busy and lacked labor to do very much woodland improvement. However proper forestry practices were stressed and recommended on the 28 demonstration farms in the county.

Bland County farmers are becoming more interested in woodland improvement and forest fire prevention as a means to better timber and watershed protection for water conservation.

## BLAND COUNTY FAIR

The twenty-seventh Bland County Fair held September 10 - 12, 1953, was one of the most successful fairs of its' history. It had good exhibits and paid out well financially with a good balance left over for improvements.

The Bland County Fair is conducted on a non-profit basis, and all officers, directors and department superintendents serve without compensation. Any money left after paying the expenses is used for improvements and building better fairs in the future. The fair grounds are owned by Bland County. The grounds are also used for a school play ground, a county ball park, livestock sales, and other events of interest to the county people.

As secretary of the Bland County Fair, the agent spent about 15 days on this project. In addition to promoting an agricultural county fair, the Bland County Fair Association also sponsors an annual Bland County homecoming event at the same time.

The types of agricultural exhibits and activities at the fair were: purebred breeding sheep show, 4-H Club fat lambs, Hereford cattle, dairy cattle, draft horses, local saddle horses, open saddle horse show, farm field crops, garden crops, poultry, 4-H Club and F.F.A. poultry, 4-H Club and F.F.A. farm crops, domestic science, domestic arts and flowers, a dog show and livestock calling contests. Practically all the classes in the various departments were well filled with good quality entries, however, the home exhibits were not as good as usual, due to the drought this year.

The main improvements made on the county fair grounds this year were:

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improvement of farm crop and garden exhibit space, painting of the bleachers, improvement of water facilities, and some grading work on the grounds.

The Bland County Fair not only helps to develop the agriculture of the county, but promotes better fellowship and county spirit.

#### WORK WITH OTHER AGENCIES

##### Soil Conservation Service

During the spring the extension agent and specialists assisted in the movement to obtain Soil Conservation Service for Bland County. Bland County was taken into the Skyline Soil Conservation District during the late summer, and Mr. J. P. Thomas started work as the technician.

The extension staff was assisted by soil conservation workers, the Bland Young Farmers Club, the Bland County Kiwanis Club and the agricultural teachers in the two hearings, the petition, the five community meetings, and the voting in the districts.

The agent has also assisted with lime and fertilizer recommendations to farmers cooperating in the Soil Conservation Service Program.

##### Production and Marketing Administration

The agent attended the majority of the P.M.A. monthly county committee meetings, and assisted with the suggestions for developing the 1954 program. The agent also assisted with five community meetings to inform farmers about the 1954 program.

##### Bland County Agricultural Mobilization Committee

Most of the work the agent did on this committee was in connection with making requests for Bland County drought aid, and setting up the Drought Disaster Feed Committee to act on feed requests.

Some time was devoted to Selective Service farm deferments and assistance to the P.M.A. by the Bland Agricultural Mobilization Committee.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Bland State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>L. E. Mallory</u>	<u>Co. Agric. Agent</u>	<u>12-1-52</u>	<u>12-30-53</u>
<u>Lois D. Crabtree</u>	<u>Home Dem. Agent</u>	<u>1-1-53</u>	<u>11-15-53</u>
<u>Mary E. Hogler</u>	<u>Co. Home Dem. Agent</u>	<u>11-15-53</u>	<u>11-30-53</u>



READ SUGGESTION ON PAGE 32

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

Date \_\_\_\_\_

State Extension Director

Form ES-21  
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—Interpretation

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

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

- 8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
- 9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

- 1. A single visit to both the farm and home is not to be counted as two visits.

- 2. An office call is a visit in person by an individual or a group seeking information or assistance.

- 3. Telephone calls may be either incoming or outgoing.

- 4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notices of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported.

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

- 5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation.

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

- 6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational material. Commercial publications are not to be counted unless they are recommended by the college.

- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.

- 7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Report

- 10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

READ SUGGESTION ON PAGE 38

State Extension Director

Form 33-11-33  
U.S. Department of Agriculture

EXTENSION TEACHING AND OTHER ACTIVITIES

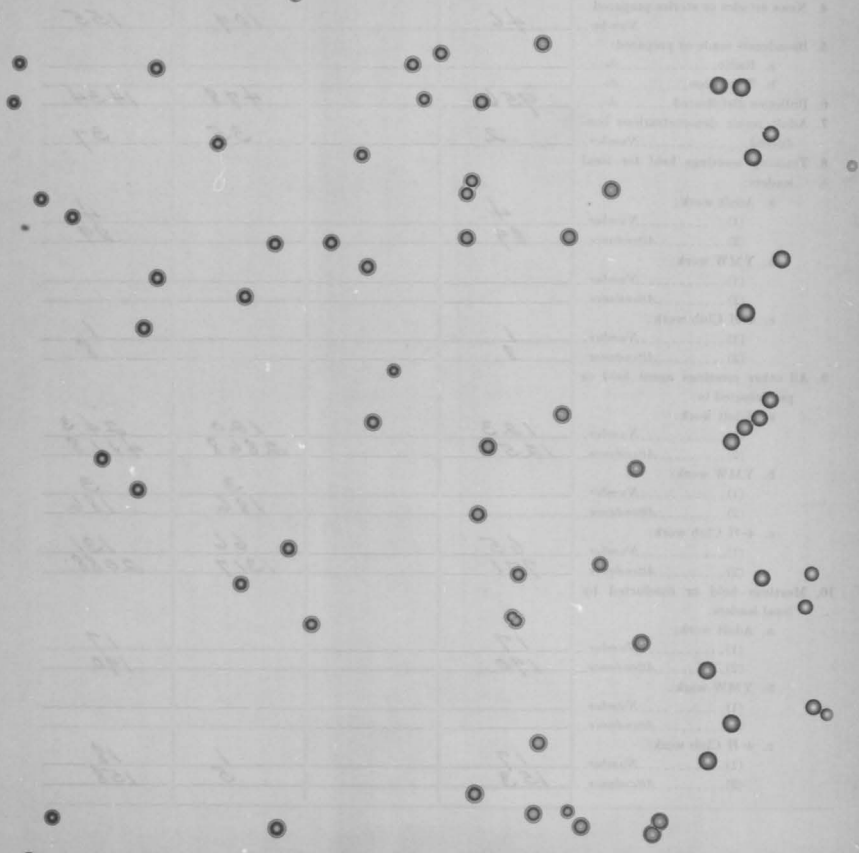
Include all activities carried on this year that are related to extension work.

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	360		730	1090
2. Office calls..... do	107		987	1094
3. Telephone calls..... do	246		1078	1324
4. News articles or stories prepared ..... Number	46		109	155
5. Broadcasts made or prepared:				
a. Radio..... do				
b. Television..... do				
6. Bulletins distributed..... do	966		478	1434
7. Adult result demonstrations conducted..... Number	2		35	37
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	4			4
(2)..... Attendance	89			89
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	1			1
(2)..... Attendance	8			8
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	123		180	203
(2)..... Attendance	1250		2868	4118
b. YMW work:				
(1)..... Number			3	3
(2)..... Attendance			186	186
c. 4-H Club work:				
(1)..... Number	65		66	131
(2)..... Attendance	771		1317	2088
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	17			17
(2)..... Attendance	190			190
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	17		1	18
(2)..... Attendance	153		5	158

EXTENSION ORGANIZATION AND PROGRAM PLANNING—Interpretation

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

- ings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
- 14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here.
- 15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.



## EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

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

Island County Board of Supervisors

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

from "a"

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

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D	C	D
	Number	Number	Number	Attendance	Number	Attendance
a. Over-all or general	3	2	7	35		
b. Agricultural	12	80	14	60		
c. Home demonstration	1	30	2	42		
d. Young men and women						
e. 4-H Club	3	46	2	11		

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

Item	A		B	
	Number	Attendance	Number	Attendance
	a. Community or local meetings	29	248	
b. County meetings	3	31		

14. Number of fact-finding surveys for program-planning purposes made during the year: 6

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

Item	Men		Women		Older club	
	A	B	C	D	C	D
	Number	Number	Number	Attendance	Number	Attendance
a. In adult agricultural work	90	21	XXXX	XXXX		
b. In adult home demonstration work		91	XXXX	XXXX		
c. In young men and women's work			XXXX	XXXX		
d. In 4-H Club work	16	10				
e. Total number of DIFFERENT leaders	106	99				

16. Number of organized clubs or other groups carrying on adult home demonstration work: 12

17. Number of members in such clubs or groups: 215

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 months' service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. Additional information is given below.
- Days devoted to cooperation with other agencies (Items 145 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".
- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21c through 21t.
- The sum of subitems "a" through "t" should equal the total reported in item 19.

## PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
		B	C	D
18. Calendar months of employment .....	12		12	24
19. Total days worked .....	277		284	561
20. Days devoted to—				
a. Adult work .....	195		220	415
b. YMW work .....			7	7
c. 4-H Club work .....	82		57	139
21. Days devoted to—				
a. Extension organization and program planning .....	66		21	87
b. In-service training of agents .....	5		29	34
c. Crops .....			39	39
d. Livestock .....			76	76
e. Marketing; distribution; and service organization .....			15	15
f. Soil and water conservation and management .....			30	30
g. Forestry .....			2	2
h. Wildlife .....				
i. Planning and management of the farm business .....			19	19
j. Farm buildings and farm me- chanical equipment .....			26	26
k. House and surroundings, furnish- ings and equipment .....	104		2	106
l. Home management .....	6			6
m. Family economics .....				
n. Clothing .....	47			47
o. Foods and nutrition .....	11			11
p. Health .....	20			20
q. Family life, child development, parent education .....			3	3
r. Safety .....	5			5
s. Community development and public affairs .....	3		22	25
t. Days that cannot be charged specifically to one of items a through s. ....	10			10

## CROPS—Production and Marketing—Interpretation

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

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

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

- (4) All other available evidence indicating the proportion of potential clientele; for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received at specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
25. Item should include—
- a. The total number of persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("brought about"), other practices emphasized in the extension program should be included. Item 25a can exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
  - e. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42.
  - g. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.
26. Item should include—
- a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of sub-items b, c, or d.
  - b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
  - c. The use of market reports, supply and demand reports, outlook, etc.
  - d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS Production and Marketing

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

U.S. DEPARTMENT OF AGRICULTURE

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A		C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	10	40		5		2	10	5
23. Total number of persons contacted individually or through meeting.....	675	900		125		30	450	60
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices.....	410	575		60		25	350	50
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....	325	450		50		20	250	35
Specific production and management practices incident to—								
b. Use of improved varieties and strains.....	125	150		30		5	125	15
c. Use of fertilizers.....	225	325		40		15	90	10
d. Control of injurious insects.....	75	75		30		5	85	10
e. Control of diseases.....	60	75		35		5	75	15
f. Harvesting, storing, and curing.....	75	150		25		5	50	
g. Efficient work methods.....	65	85		25		10	35	10
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....		25		35			50	
Specific marketing practices incident to—								
b. Preparation for market.....		10		25			35	
c. Commodity outlook and market information.....				20			20	
d. Arranging to sell or selling.....		5		15				

## LIVESTOCK—Production and Marketing—Interpretation

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

F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.

27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.

28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.

29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—

(1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).

(2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.

(3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.

(4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

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

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

30. Item refers to—

a. The number of persons helped with any livestock production or management practice.

This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.

b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.

f. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Farrier ways to care for hogs, do dairy-barn and poultry chores.

31. Item should include—

a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in item 32 through 38.

b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.

c. Persons helped primarily with the economies of marketing, use of market news service, supply and demand outlook, etc.

d. Persons assisted primarily with those activities involved in arrangements incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting	10	5	10	5	2	2
28. Total number of persons contacted individually or through meetings	375	250	525	300	140	85
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	295	175	300	175	125	75
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management	225	125	275	155	100	60
Specific production and management practices incident to—						
b. Selection and breeding	50	75	125	60	35	30
c. Feeding	150	110	125	125	60	45
d. Controlling external parasites	75	50	75	50	15	10
e. Controlling diseases and internal parasites	110	50	80	100	30	15
f. Efficient work methods	50	30	75	50	10	5
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing	80	30	150	75	65	20
Specific marketing practices incident to—						
b. Preparation for market	50	20	125	25	50	15
c. Commodity outlook and market information	50	10	100	50	25	10
d. Arranging to sell and selling	20	10	75	20		5

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

## 32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
  - B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
  - C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
  - D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
  - E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
  - F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and pro-

cessors, wholesalers, retailers, and others engaged in marketing grain.

b. Country buyers, shippers, hydrators, feed dealers, and others concerned with marketing and other forage crops.

c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.

(2) Local buyers of milk, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing of cotton, cottonseed, and cottonseed products.

d. Cotton warehouses, country buyers, and others engaged in marketing and handling tobacco.

e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.

f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.

g. Mill plants, pick-up and delivery routes, condenserries, cheese plants, ice-cream manufacturers, and bargaining groups.

h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.

i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder, calf and feeder-pig auction demonstrations.

j and k. Co-operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.

33. This item is to include food retailers with whom work has been done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.

34. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

## MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives	Members	Cooperatives given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	9	375				
b. Farm and home service.....	2	50	1		1	1

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

	Type of activity	Group	Members
		A	B
		Number	Number
a. Marketing and purchasing.....		5	250
b. Farm and home service.....			
			Number

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

- a. Marketing.....
- b. Service facilities.....

## 35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:

- a. Agricultural products.....
- b. Home products (arts, crafts, etc.).....

## 36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:

- a. Grain, seed, dry beans and peas, etc.....
- b. Rice and other rice crops.....
- c. Cotton: (1) Cotton ginner.....
- (2) Other.....
- d. Tobacco.....
- e. Oil crops (soybeans, flax, sunnuts, etc.).....
- f. Sugar crops.....
- g. Dairy and dairy products.....
- h. Poultry and poultry products.....
- i. Meat animals and meat products.....
- j. Fruits and nuts.....
- k. Vegetables including potatoes.....

## 37. Food retailers assisted with merchandising problems.....

38. Persons assisted with CONSUMER information on agricultural products..... estimated total.....

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

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

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

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

42. Item—

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

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

in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

## SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	5	5	2
40. Total number of personal contacts made individually or through meetings.....	525	125	60
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	500	75	50

42. Farmers and other individuals reported in item 41-A assisted with—	Estimated number
a. Proper land use.....	250
b. Contour and strip cropping.....	110
c. Terracing.....	—
d. Grassing waterways.....	60
e. Water supply, storage, and distribution.....	—
f. Drainage.....	60
g. Irrigation.....	5
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	175
i. Use of fertilizers (commercial and barnyard).....	200
j. Production of soil-improvement crops.....	25
k. Crop rotations.....	75
l. Land clearing.....	15
43. Farmers and other individuals reported in item 41-B assisted with—	Estimated number
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	10
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	25
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	5
d. Estimating and appraising.....	—
e. Production of maple-sirup products or naval stores.....	5
f. Treating wood products with preservatives (fence posts and building timbers).....	5
g. Marketing of forest products (includes markets and timber-selling practices).....	25
h. Fire prevention.....	25
44. Farmers and other individuals reported in item 41-C assisted with—	Estimated number
a. Construction or management of ponds for fish.....	5
b. Making food and cover plantings for wildlife.....	5
c. Protection of wildlife areas from fire or livestock.....	5

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

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

## PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting.....	10
46. Total number of persons contacted individually or through meetings.....	250
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	210
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	150
b. Keeping and analyzing farm records.....	40
c. Developing an over-all farm plan.....	35
d. Making needed adjustments in farm organization.....	20
e. Developing supplemental sources of income.....	30
f. Obtaining and using credit.....	35
g. Selecting a farm for rental or purchase.....	10
h. Obtaining, training, and using farm labor.....	10
i. Legal aspects of the farm business.....	5
j. Income-tax accounting and related problems.....	10
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	5
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	3

17

**FARM BUILDINGS AND MECHANICAL EQUIPMENT—Interpretation**

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

a. This subitem includes the planning and decisions relating to farm-building arrangements, for efficient working methods, and the like.

b and c. Also include planning and decisions relating to efficient lay-out within a farm building.

d. Also include equipment that may be constructed as part of the building.

55. Item—

a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.

b. Refers to labor-saving devices and equipment developed or built by the farmer.

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

**FARM BUILDINGS AND MECHANICAL EQUIPMENT**

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting	5	15
52. Total number of persons contacted individually or through meetings	225	550
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	200	40
<i>Estimated number</i>		
54. Farmers and other individuals reported in item 53-A, assisted with—		50
a. Arrangement of farm-building lay-out		125
b. Construction of farm buildings		50
c. Remodeling or repairing farm buildings		40
d. Selection or construction of farm-building equipment		
55. Farmers and other individuals reported in item 53-B, assisted with—		375
a. Selection of farm mechanical equipment		175
b. Developing labor-saving devices and equipment		200
c. Use, care, and repair of farm mechanical equipment		75
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		75

### THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT *Interpretation*

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

A. Covers specific practices listed under item 60 and other related work.

B. Covers specific practices listed under item 61 and other related work.

57. This item relates to the voluntary local leaders or committeemen who have actively engaged in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.

59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:

- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
- (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
- (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
- (4) All other available evidence relating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension

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

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

#### 60. Item—

Refers to space, work-saving arrangements, closets, storage, surface finishes, and light and ventilation in the kitchen and laundry.

d. Refers to storage space in any other area of house other than kitchen and laundry.

g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring, power load, number and location of outlets, and switches.

h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

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

#### 61. Item should include—

a. Electrical equipment in the house, other than that done with sewing equipment should be reported under item 67d.

d. Refinishing furniture, upholstering, chair painting, renovation of accessories.

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

## THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary leaders assisting	16	21
58. Total number of persons contacted individually or through meetings	750	550
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices	685	475
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		
a. Building a new house		Estimated number 10
b. Remodeling or repairing the house		85
c. Improving kitchen or laundry		250
d. Improving storage space		300
e. Selection, installation, use, and care of water and/or sewage systems		510
f. Selection, installation, use, and care of heating and/or cooling systems		10
g. Planning electrical systems		185
h. Landscaping home grounds		290
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment)		405
b. Selection, use, and construction of home furnishings		275
c. Repair, reconditioning, and care of home furnishings		275
d. Furniture arrangement and use of accessories		200
e. Color schemes and wall finishes		255
f. Floor finishes		265

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

64. See item 59 for interpretation of "how" to include here.

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

Assistance includes work done—

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

66. Includes work done—

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

67. Includes work done—

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

## HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing
62. Number of voluntary local leaders.....	12	12	15
63. Total number of persons contacted individually or through meetings.....	290	240	290
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	250	275	290
65. Homemakers and other individuals reported in item 64-A assisted—			Estimated number
a. In arriving at management decisions.....			250
b. In improving housekeeping methods.....			250
c. With family laundering.....			
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			275
b. With family financial planning.....			
c. With keeping and analyzing home records.....			
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			290
b. With care and mending of clothing.....			290
c. With clothing construction.....			290
d. In selecting use, and care of sewing and pressing equipment and with sewing centers.....			
e. With good grooming and posture (personal appearance).....			250

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

Columns A, B, C, and D include the specific practices listed under items 71, 72, 73, and 74, respectively, as well as other related work.

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

70. Considers factors outlined for item 59.

71. Assistance includes--

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

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

72. Assistance includes--

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

73. Work includes assisting families in--

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

74. Work includes assisting families in--

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

## FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	23	12	12	11
69. Total number of persons contacted individually or through meetings.....	490	340	340	341
70. Estimated total number of DEFER- ENT families assisted directly or indirectly to adopt recommended practices.....	400	280	315	295
71. Families reported in item 70-A assisted--				<i>Estimated number</i>
a. With planning, and/or producing the home food supply.....				400
b. In selecting food.....				290
c. With meal planning and food preparation.....				240
d. With preservation and storage of food.....				265
e. In improving diets.....				240
72. Families reported in 70-B assisted in--				
a. Sanitation practices and facilities.....				315
b. First aid and home nursing.....				290
c. Dental-health education.....				200
d. Health education leading to physical examination by a physician.....				45
73. Families reported in item 70-C assisted with--				
a. Child development and guidance.....				-
b. Providing recommended play, clothing, and equipment suited to age of children.....				150
c. Understanding roles of family members and strengthening family relationships.....				-
d. Individual adjustments and personality development.....				-
e. Home and family recreation.....				250
74. Families reported in item 70-D assisted with--				
a. Fire prevention around the farm and home.....				266
b. Accident prevention around the farm and home.....				220
c. Accident prevention away from home place.....				155

### COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.

B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

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

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

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

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

77. Item includes—  
a. Studies and surveys.

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

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

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

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

## COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	7	16	71	300
76. Developing and improving county or community organization.....	30	23	141	950
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	7	16	126	375
b. Improving health facilities, services, and programs.....	4	14	91	265
c. Improving schools.....				
d. Improving churches.....				
e. Bettering town-country relations.....				
f. Libraries.....				
g. Roads.....				
h. Telephones.....				
i. Community centers.....	1	13	91	300
j. Recreation programs and facilities.....	3	11	36	310
k. Community beautification.....	2	12	91	215
78. Regional or area development programs or projects.....	1	7	25	325
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
81. Emergency activities.....	2	19	96	400

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report units involved for completed projects only.

The following items include projects in—

89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pints or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....	2	-	-	acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetable growing.....	3	-	-	do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....				do.
95. Wildlife and nature study.....			XXXXXXXXXXXX	
96. Poultry (including turkeys).....	21	3	131	birds
97. Dairy cattle.....	26	12	24	animals
98. Beef cattle.....	8	3	5	do.
99. Sheep.....	7	2	8	do.
100. Swine.....	21	4	5	do.
101. Rabbits.....	7	-	-	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....	113	78	88	articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXX	
110. Beautification of home grounds.....			XXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	2	26	190 201	dishes prepared meals served
112. Canning and preserving (other than freezing).....				quarts
113. Freezing of foods.....	2	2	179	quarts frozen
114. Health, nursing, first aid.....			60	pounds frozen
115. Child care.....			XXXXXXXXXXXX	
116. Clothing.....	51	27	116	articles
117. Home management.....			18	garments
118. Home furnishings and room improvement.....	24	3	12 15	articles rooms
119. Home industries, arts, crafts.....				articles
120. Junior leadership.....			XXXXXXXXXXXX	
121. All other.....			XXXXXXXXXXXX	
122. Total.....	323	160	XXXXXXXXXXXX	



## 4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS		7
124. Different 4-H Club members	Boys	Girls
a. Enrolled	129	118
b. Completing	64	51
125. 4-H Club members from--		
a. Farm homes	84	97
b. Rural nonfarm homes	45	21
c. Urban homes		
126. 4-H Club members enrolled by years in club work:		
a. 1st year	73	37
b. 2d year	36	35
c. 3d year	13	29
d. 4th year	4	7
e. 5th year	2	8
f. 6th year and over	1	2
127. 4-H Club members enrolled by ages:		
a. 9 years and under	44	29
b. 11 years	34	32
c. 12 years	22	16
d. 13 years	15	16
e. 14 years	10	9
f. 15 years	3	7
g. 16 years	1	5
h. 17-20 years, inclusive	-	4
128. 4-H Club members who received definite training in--		Boys and Girls
a. Judging		
b. Giving demonstrations		
c. Group recreation leadership		18
d. Music appreciation		
e. Money management (thrift)		
f. Farm and home safety		125
g. Citizenship		116
h. Personality improvement		116
i. Soil and water conservation		40
j. Forestry		20
k. Health, nursing, first aid		116
129. 4-H Club members having health examination because of participation in the extension program		-
130. Number of members participating in a 4-H Club camp		18
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs		9



## MISCELLANEOUS—Interpretation

The following items should include work done—

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

## MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	7
137. FAMILIES assisted with control of household insects.....	30
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain.....	5
139. FARMERS and other individuals assisted with control of noxious weeds.....	75
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	126
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	50
142. FAMILIES assisted with practices incident to production of arts and crafts.....	-
	-

## COOPERATION WITH OTHER PUBLIC AGENCIES

The purpose of this section is to report the cooperation of the State Department of Agriculture with other public agencies in the control of insects and other pests. This cooperation may be in the form of joint efforts, or the State Department may be assisting other agencies in their work. The following items should be reported:

1. Cooperation with the State Department of Health in the control of insects and other pests that are a public health hazard.

2. Cooperation with the State Department of Forestry in the control of insects and other pests that are a threat to the State's forests.

3. Cooperation with the State Department of Game and Fish in the control of insects and other pests that are a threat to the State's game and fish resources.

4. Cooperation with the State Department of Transportation in the control of insects and other pests that are a threat to the State's transportation system.

5. Cooperation with the State Department of Education in the control of insects and other pests that are a threat to the State's educational institutions.

6. Cooperation with the State Department of Labor in the control of insects and other pests that are a threat to the State's labor force.

7. Cooperation with the State Department of Social Services in the control of insects and other pests that are a threat to the State's social services.

8. Cooperation with the State Department of Public Safety in the control of insects and other pests that are a threat to the State's public safety.

9. Cooperation with the State Department of Agriculture in the control of insects and other pests that are a threat to the State's agriculture.

10. Cooperation with the State Department of Agriculture in the control of insects and other pests that are a threat to the State's agriculture.

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

## SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	760	175	25
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	400	85	10
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	865 760	215	30

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 145, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the exten-

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

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

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

165. Line is left blank for State use.

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

## COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
<b>FEDERAL AGENCIES</b>				
146. Agricultural Mobilization Committee.....			6	5
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....	1/2		1	1
149. Farmers Home Administration.....				
150. Fish and Wildlife Service.....				
151. Forest Service.....			1	2
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....			10	12
154. Rural Electrification Administration.....				
155. Selective Service System.....			7	1
156. Soil Conservation Service.....			1	1
157. Valley authority (TVA, etc.).....			30	6
158. Other (specify).....				
<b>STATE AGENCIES</b>				
159. Health department.....	12		2	2
160. Highway department.....	1/2			
161. State departments of agriculture and forestry.....			2	2
162. State department of education; General schools.....				
163. State employment service.....				
164. Welfare department.....				
165. Other (specify).....				
<b>COUNTY AGENCIES</b>				
166. Soil conservation districts.....			12	7
167. Vocational-agriculture and home economics departments.....	5		3	2
168. Other (specify).....				
169. Other (specify).....				

### YOUR ANNUAL REPORT

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

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

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

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

#### General Directions

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

#### The Narrative Report

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

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

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
  2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.
  3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
  4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.
  5. HOW next year's work can be strengthened and improved in light of the current year's experience. For minor lines of work, only the results need to be reported to complete the record of the year's work.
- The following suggestions may help you prepare a better annual report:
1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
  2. Prepare an outline with main headings and subheadings.
  3. Go over the information and data assembled from various office and field sources during the year.
  4. Decide upon a few outstanding pieces of work to receive major emphasis.
  5. Employ a newspaper style of writing, placing the more important information first.
  6. Observe accepted principles of English composition.
  7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

#### The Statistical Report

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

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