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ANNUAL NARRATIVE REPORT OF RICHMOND COUNTY

L. N. WYNN
LOCAL FARM AGENT

DECEMBER 1, 1947 TO NOVEMBER 30, 1948

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The County Situation: There are one hundred and seventy five (175) farm operators, in Richmond County. There are one hundred and eight full owners, forty seven (47) part owners, two managers and eighteen (18) tennants according to 1945 cencus.

The crops raised are corn, potatoes, wheat, barley, oats, soybeans, tomatoes, cowpeas, legumes, such as lespedeza, alfalfa, clover and in the garden vegetables such as beans, pole and, bush and lima, cabbage, carrots, onions, beets, corn, lettuce, eggplants, snaps, spinach, and english peas.

The farmers of this county depends for the most part, on tomatoes as the cash crop. This year the farmers planted less acreage than last year; however the price received was much higher than last year, one reports that from four acres he realized $1500 dollars.

There has been a gradual improvement in the homes of the farmers in the county, that is a number of them have improved their homes by putting electricity in their homes, some have put in running water and bath rooms, some have built new homes.

Some of the problems are as follows; too much idleland, tomatoe blight, lack of proper rotation, improper use of fertilizer, lack of transportation for produce, not enough dairy cattle, not enough food and feed produced not enough interest taken in swine management.

Now some of the solutions we plan to off set some of these problems are proper rotations, with less idle land, the use of cover crops and legumes other soil conservation practices that are needed to save the soil. Control blight by proper spraying and dusting at the proper time using the best methods, by using fertilizer best suited for soil, and to aid in this we have taken several soil samples to reveal the condition of the soil, and recommendations were made for the farmer. We are also stressing the care and the proper use of manure, by cooperating with truck owners when produce are to be carried to the market, by purchasing purebred or grade cattle, by using certified seed and improved methods or practices, by having pastures for hogs and plenty salt and water.

Demonstrations Planned: I planned five demonstrations of Hybrid corn. They are as follows: James Saunders, R. 1, Warsaw, Va., planted five acres of Ill. 448 and Ind. 750 using 300 pounds of 3-12-6 fertilizer per acre side-dress with 30 pounds per acre of nitrate soda to be cultivated flat. Cephas Carter, Sharps, Va., planted five acres of U.S. 99 and pioneer 510, using 400 pounds of 3-12-6 fertilizer per acre to be side dressed when knee high with 30 to 90 pounds of nitrate soda, George H. Veney , Emmerton, Va., planted ten acres of Ky. 298, using 500 pounds of 3-12-6 fertilizer per acre. William Burton, Emmerton, Va., planted six acres of Ill. 448, using 500 pounds of 3-12-6 fertilizer per acre to be side dressed when knee high with 30 to 90 pounds of Nitrate of Soda to be cultivated flat. Merriel Samiel R. 1. Warsaw, Virginia planted four acres of U. S. 262, using 400 pounds of 3-12-6 fertilizer per acre.

Garden Demonstrations: We planned five garden demonstrations and they are as follows: Mrs. Oddie Saunders, R 1. Warsaw, Va., had ½ of an acre for her garden with twenty different vegetables, and it was planned to continue this garden year round. Mrs David Saunders, R. 1, Warsaw, Virginia had an ½ acre with ten different vegetables. Mrs. Carrie Tate, R. 1, Warsaw, Va. had an acre with ten different vegetables; we planned to have a year round garden. Mrs. Georgia Carter, Sharps, Virginia had an acre with ten different vegetables. Mrs. Helen Churchill, Downings, Virginia had an acre for her garden with ten different vegetables,; these vegetables were to be replaced by those suited for Fall and Winter Gardens.

Pastuer Demonstrations: Mr. Harrison Tate, R, 1. Warsaw, Va. had four acres of clover for pasture. Mr Frank Thomas, Warsaw, Va. had five acres of clover for pasture. Mr. William Burton, Emmerton, Va. had five acres of clover for pasture. Mr. Loyd Thompson, Threeway, Va. had ten acres of clover and lespedeza.

Poultry Demonstrations: Mr. Cephas Thompson has eleven hundred laying hens. He has been getting thirteen crates a week from them. He is also carrying on a fryer project. Day old chicks are purchased each month thus keeping fryers for sale.

General Activities: This year I have devoted one hundred and ninety two days to adult work, one hundred and nine days to 4-H Club work, spent ninety two days in office and two hundred and nine days on the field, made seven hundred and fifty-nine visits to farms and homes in conducting extension work, visited one hundred and seventy five homes, have received 188 calls relating to extension work published five news articles, distributed seventy five bulletins. The training meetings held were four, men leaders attending fifty six, women leaders attending thirty three. 4-H Club work number of meetings eighteen, leading leaders attending twenty-three. Method demonstrations meetings held adult work nine, attendance one hundred and twenty-five, 4-H Club work number of meetings were twenty, attendance two hundred and sixty seven.

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Number of result demonstrations thirty one, meetings held at such demonstrations eight, attendance forty, total number of farms (1945 Census) one hundred and seventy five, number on which changes in practice hade definitely resulted from the agricultural program fifty, number reached for the first this year ten, number of non-farm families making changes in practices as a result of the agricultural program fifteen, number of farm homes with 4-H Club members enrolled ten, total number of different homes influenced by some phase of the extension program one hundred and forty eight, total number of different families influenced by some phase of the extension program twenty five, number of members on the County Advisory Board thirty four, 4-H Club Council forty members, county extension program, planning committee and sub committees fifty, 4-H Club forty eight, numbers of communities five, number of communities in which the extension program has been planed cooperatively by extension agent and local committees five, number of clubs and other groups organized to carry on adult demonstrations work three, number of members in such groups fifty, number of neighborhood leaders and community leaders in the neighborhood leader system thirty five men, and fifteen women, number of different voluntary local leaders community or neighborhood leaders actually engaged in forwarding the extension program, adult work fifteen men, ten women.

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4-H Club work five women, unpaid lay members thirty five men and fifteen women number of communities with agricultural planning committee (over all planning) five, number of members of such community planning committees eighteen men and sixteen women, number of days devoted to organization and planning nineteen number of planning meetings three, community eight, number of unpaid voluntary leaders or committeemen assisting this year fifteen day assistance rendered by voluntary leaders or committeemen ten, days devoted to crop production (corn) seventy eight. Number of communities in which work was done five, number of voluntary local leaders or committeemen assisting this year five number of farmers assisted in obtaining approved variety or strains of seed ten, the use of fertilizer ten, controlling rodents or other animals twenty-five, pastures twenty-five, number of communities in which work was conducted this year five, number of voluntary local leaders or committeemen assisting this year six, number of farmers assisting this year in controlling plant disease five, days devoted to live stock one hundred and eighteen days, number of communities in which work was conducted five, number of voluntary local leaders or committeemen assisting this year in obtaining better strains of baby chicks ten, improving methods of feeding twenty four, controlling external parasites sixty two, days devoted to soil and water five, number of communities in which work was conducted five.

Number of voluntary local leaders or committeemen assisting two, number of farmers assisted this year with problems of land use fifteen, in use of crop rotations ten, in use of cover or green manure crops fifteen, in other wise controlling wind or water erosion twenty-five.

Summary of 4-H Club Boys and Girls Projects:

Number of boys enrolled in corn six, boys completing six, acres envolved five. Number enrolled in Irish and Sweet potatoes five, number completing five, acres envolved five, number of boys enrolled in Home Garden thirty-nine number of girls enrolled in Home Gardens fifty-seven, number of boys completing thirty, number of boys enrolled in market garden fourteen, number of girls enrolled in market garden three, number acres envolved ten, number of boys enrolled in poultry fourteen, number of girls enrolled in poultry thirty three, number of boys completing ten, number of girls completing seventeen, number of birds envolved four hundred and twenty-five, number of boys with swine projects twenty-three number of boys completing twenty-three; there are eight 4-H Clubs consisting of one hundred and one boys and ninety-three girls.

Demonstration Community: The people of Havelock community organized their community club, and elected as their officers the following people: Mr. William Turner president, Mrs. Celestine Saunders, secretary, with our slogan Better Homes and Better Farms. We have met monthly to discuss the many problems. We have gained many new ideas and great inspiration through lectures, exchanging ideas visiting various conferences, moving pictures and discussions which has been very helpful in carring out our activities to reach our goal for this year of home improvement, interior and exterior set in our meeting. These are some of our outstanding improvements made this year. Mr. and Mrs. Emmet Cox, whose home had become very much run down also with soil erosion was renovated inside and outside. Now the dingy rotten boards are replaced with white and tan asphalt shingles, painted roof and painted inside, and erosion has been blocked making a good sod and quite a lovely site sits on that hill with a sloping landscape to the road.

Mr. and Mrs. James Saunders has installed electricity in their home which enables them to make use of some of the modern conveniences. They have also shingled the exterior of their home with white asbestors shingles. They also built a large barn and now they are building a new kitchen to the house in place of the old house used as a kitchen.

Mr. and Mrs. Jonah Saunders, who were renters built a new cottage on their land.

Mr. and Mrs. Randolph Veney have beautified their home by painting both inside and outside, also they have planted shrubbery and flowers and have also wired their house.

Mr. and Mrs. David Saunders have made an addition to their home of a new dining room and kitchen put new weather board on their house, painted roof and interior.

Mr. and Mrs. Earl Saunders are building a new house on their land.

Mrs. Lucy Washington, has wired and painted her home inside and outside and enclosed the two porches.

Mrs. Bessie Maiden has enclosed her back porch rescreened upper back porch replaced her old kitchen with a new one, and built an extra room for bath and has her home wired.

Mr. and Mrs. Linwood Davis, have built a new wing on their home, painted interior and exterior, also wired their home, and have planted shrubbery and flowers to beautify the yard. Mr. and Mrs. Shafter Ball, have painted exterior of their home, papered the walls and put in screens.

Mr. and Mrs. Meriel Sumiel have painted their home and papered the walls and put in screens. Mr. and Mrs. Simon Gilis are building a new house.

Mr. and Mrs. John Gray have improved their home inside and outside by painting it.

Mr. and Mrs. Norman Gray have improved their home by painting; they have also dug a well putting curbs in it, also purchased two cows and a team.

Mr. and Mrs. Harrison Tate have installed electricity, a bath room with necessary plumbing facilities a sink in the kitchen with running hot and cold water heated by an electric heater, also their laundry day is made easy with a Bendix. The home has been painted and varnished inside, also the roof and outside has been painted, the back porch has also been screened.

Most of the people of this community own their homes, however there are a few renters, but the aim is that all shall be owners of their homes and land. The church and school is wired which also gives aid in an educational way. The P. E. A. is extending its line now so more people will make use of its current. The owner prospect is becoming brighter because a tract of land was owned by a group is now being surveyed and divided into lots and these lots are being sold.

Here is an over all picture; There are in the demonstration community thirty two (32) families in this community ten families have their homes wired, twenty-two of them own land have their homes screened with the exception, the renters all except three families have made some improvements during the past year. The result demonstrations carried on in this community were as follows:

Mr. Merriel Sumiel planted four acres of Hybrid corn U. S. 262 used 400 lbs. of 3-12-6 fertilizer per acre. Mr. Harvey Sumiel planted five acres of U. S. 357 he used 300 lbs. of 3-12-6 fertilizer per acre. Mr. James Saunders planted five acres of Ill. 448, he used 300 lbs. of 3-12-6 fertilizer per acre.

Form ES-21
(Revised April 1945)

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Richmond

REPORT OF

(Name)	Home Demonstration Agent.	From	194 , to	194
	Assistant Home Demonstration Agent.	From	194 , to	194
	4-H Club Agent.	From	194 , to	194
	Assistant County Agent in charge of Club Work.	From	194 , to	194
Lawrence N. Wynn	Agricultural Agent.	From	Dec. 1 , 1947, to	Nov. 30 , 1948
	Assistant Agricultural Agent.	From	194 , to	194

U.S. DEPARTMENT OF AGRICULTURE COOPERATIVE AGRICULTURE AND HOME ECONOMICS EXTENSION WORK STATE AGRICULTURAL COLLEGES

READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date

State Extension Director

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

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

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

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

Narrative Summary

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

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

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

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

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

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

Statistical Summary

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

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

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GENERAL ACTIVITIES

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents [1] (b)	Agricultural agents (c)	County total [2] (d)
1. Months of service this year (agents and assistants)					12	XXXXXXXX
2. Days devoted to work with adults [3]					192	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth [3]					109	XXXXXXXX
4. Days in office [3]					92	XXXXXXXX
5. Days in field [3]					209	XXXXXXXX
6. Number of farm or home visits made in conducting extension work [4]					759	759
7. Number of different farms or homes visited					175	175
8. Number of calls relating to extension work	(1) Office				188	188
	(2) Telephone				10	10
9. Number of news articles or stories published [5]					5	5
10. Number of bulletins distributed					75	75
11. Number of radio talks broadcast or prepared for broadcasting						
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number			4	4
		Total attendance of:				
		(b) Men leaders			56	56
		(c) Women leaders			33	33
	(2) 4-H Club and older youth	(a) Number			18	18
		Total attendance of:				
		(b) Leaders			23	23
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number			9	9
		(b) Total attendance			155	155
	(2) 4-H Club and older youth	(a) Number			20	20
		(b) Total attendance			267	267
14. Number of adult result demonstrations conducted					31	31
15. Meetings held at such result demonstrations	(1) Number				8	8
	(2) Total attendance				25	25
16. Tours conducted	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
17. Achievement days held	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				

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

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GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4–H Club agents [1] (b)	Agricultural agents (c)	County total [2] (d)
18. Encampments held (report attendance for your county only) [3]	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4–H Club and older youth	(a) Number				
		(b) Total boys attending				
		(c) Total girls attending				
		(d) Total others attending				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number			6	6
		(b) Total attendance			40	40
	(2) 4–H Club and older youth	(a) Number				
		(b) Total attendance				
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4–H Club and older youth	(a) Number				
		(b) Total attendance				

[1] Includes assistant county agent in charge of 4–H Club work or who devotes practically full time to club work.
[2] County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
[3] Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21.	Total number of farms in county (1945 census)	175
22.	Number of farms on which changes in practices have definitely resulted from the agricultural program	90
23.	Number of farms involved in preceding question which were reached this year for the first time	70
24.	Number of nonfarm families making changes in practices as a result of the agricultural program	15
25.	Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	
26.	Number of farm homes involved in preceding question that were reached this year for the first time	
27.	Number of other homes in which changes in practices have definitely resulted from the home demonstration program	
28.	Number of other homes involved in preceding question that were reached this year for the first time	
29.	Number of farm homes with 4–H Club members enrolled	98
30.	Number of other homes with 4–H Club members enrolled	10
31.	Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	148
32.	Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	25

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general	(1) Name	(2) No. of members	
(b) Agricultural	(1) Name County Advisory Board	(2) No. of members	34
(c) Home demonstration	(1) Name	(2) No. of members	
(d) 4-H Club	(1) Name 4-H Clubs Council	(2) No. of members	40
(e) Older youth	(1) Name	(2) No. of members	

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
(a) Agricultural 44 (b) Home demonstration (c) 4-H Club 48 (d) Older youth

35. Total number of communities in county. (Do not include number of neighborhoods.) 5
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 5
37. Number of clubs or other groups organized to carry on adult home demonstration work 3
38. Number of members in such clubs or groups 50
39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) x x x x x x x x x x
40. Number of neighborhood and community leaders in the neighborhood-leader system Men 15 Women 15
41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.

(a) Adult work	(1) Men 25	(b) 4-H Club and older youth work	(1) Men (3) Older club boys
	(2) Women 19		(2) Women 5 (4) Older club girls

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service
43. Number of members of such county agricultural planning group:
(a) Unpaid lay members: (1) Men (2) Women (3) Youth
(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men (2) Women
44. Number of communities with agricultural planning committee (over-all planning)
45. Number of members of such community planning committees: (a) Men (b) Women (c) Youth
46. Was a county committee report prepared and released during the year? (a) Yes (b) No

		Extension organization and planning [1] (a)	County agricultural planning [1] (b)	Total [1] (c)
47. Days devoted to line of work by	(1) Home demonstration agents			
	(2) 4-H Club agents			
	(3) Agricultural agents			19
	(4) State extension workers			
48. Number of planning meetings held	(1) County			3
	(2) Community			8
49. Number of unpaid voluntary leaders or committeemen assisting this year				42
50. Days of assistance rendered by voluntary leaders or committeemen				10

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

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CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pastures (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	28				27			42	5	
(4) State extension workers										
52. Number of communities in which work was conducted this year	5				5			5	5	
53. Number of voluntary local leaders or committeemen assisting this year	5				3			6	2	
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	10									
(2) The use of lime					13					
(3) The use of fertilizers	10				10					
(4) Controlling plant diseases								21	5	
(5) Controlling injurious insects								25		
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals	25									

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock[1] (g)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents				76		42	
(4) State extension workers							
56. Number of communities in which work was conducted this year				5		5	
57. Number of voluntary local leaders or committeemen assisting this year				4		4	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males							
(2) Obtaining purebred or high-grade females							
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	10	XXXXX
(4) Improving methods of feeding				12		12	
(5) Controlling external parasites				10		10	
(6) Controlling diseases and internal parasites				52		10	
(7) Controlling predatory animals							

[1] Do not include rabbits, game, and fur animals, which should be reported under wildlife.

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CONSERVATION OF NATURAL RESOURCES [1]

Include all work with adults, 4-H Club members, and older youth	Soil and water (a)	Forestry (b)	Wildlife (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents	5		
(4) State extension workers			
63. Number of communities in which work was conducted this year	3		
64. Number of voluntary local leaders or committeemen assisting this year	2		

Soil and Water—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use	13
(b) In the use of crop rotations	10
(c) With strip cropping	
(d) In constructing terraces	
(e) In grassing waterways or otherwise preventing or controlling gullies	
(f) With contour farming of cropland	
(g) In contouring pasture or range	
(h) In the use of cover or green-manure crops	15
(i) In otherwise controlling wind or water erosion	25
(j) In summer-fallowing	
(k) In making depth-of-moisture tests	
(l) With drainage	
(m) With irrigation	
(n) With land clearing	
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	
(b) Assisted in arranging for farm-conservation plans this year	
(c) Assisted in doing work based on definite farm-conservation plans this year	

Forestry—Continued

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

Wildlife—Continued

69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish	
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	
(d) With other plantings for food and protection in wild-life areas	

[1] Include native study.

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FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc. (a)	Individual farm planning, adjustments,[1] tenancy, and other management problems (b)	Farm credit (short and long time) (c)	Outlook information (d)
70. Days devoted to line of work by— (1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
71. Number of communities in which work was conducted this year				
72. Number of voluntary local leaders or committeemen assisting this year				

73. Number of farm-survey records taken during the year:	(a) Farm business	
	(b) Enterprise	
	(c) Other	
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	
	(b) General farm records	
	(c) Enterprise records	
75. Number of farmers assisted this year—		
(a) In developing a farm plan only		
(b) In developing a farm and home plan		
(c) In analyzing the farm business		
(d) In improving landlord-tenant relations and leasing arrangements		

75. Number of farmers assisted this year—Continued.

(e) In getting started in farming, or in relocating	
(f) With credit problems (debt adjustment and financial plans)	
(g) In using "outlook" to make farm adjustments	
(h) With a farm-income statement for tax purposes	
(i) With farm-labor problems	
(j) In developing supplemental sources of income	

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.) (a)	Land policy and programs (classification of land zoning, tenure, land development, settlement, public land management, etc.) (b)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.) (c)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.) (d)
76. Days devoted to line of work by— (1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
77. Number of communities in which work was conducted this year				
78. Number of voluntary local leaders or committeemen assisting this year				

79. Number of tours conducted this year to observe economic and social conditions in various land use areas
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year

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

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General (a)	Grain and hay (b)	Livestock and wool [1] (c)	Dairy products (d)	Poultry and eggs [1] (e)	Fruits and vegetables (f)	Cotton (g)	Forest products (h)	Tobacco, sugar, rice, and other commodities (i)	Home products and crafts (j)	Purchasing of farm and home supplies and equipment (k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year											
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives [2] assisted in organizing during the year											
87. Number of established cooperatives [2] assisted during the year											
88. Number of members [3] in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) [3]	$	$	$	$	$	$	$	$	$	$	$
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Value of products sold or purchased by farmers or families involved in the preceding question	$	$	$	$	$	$	$	$	$	$	$

92. Number of private marketing and distributing agencies and trade groups assisted this year	
93. Number of programs [4] pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year	
94. Number of marketing facilities improvement programs [4] participated in or conducted this year	
95. Number of marketing surveys assisted with or conducted this year	
96. Number of special merchandising programs [4] participated in or conducted this year	
97. Number of consumer information programs [4] pertaining to marketing and distribution participated in or conducted this year	
98. Number of programs [4] relating to marketing services and costs of distribution conducted this year	
99. Number of programs [4] relating to transportation problems conducted this year	
100. Number of programs [4] relating to the specific use of market information conducted this year	
101. Number of other marketing programs [4] conducted this year (specify)	

[1] Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.
[2] Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.
[4] Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

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

The Home, Furnishings, and Surroundings—Continued

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

Rural Electrification—Continued

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

Farm Buildings—Continued

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

Farm Mechanical Equipment—Continued

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

NUTRITION AND HEALTH

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

115(g) FOOD PRESERVATION BY ADULTS

	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned			
2. Gallons brined			
3. Pounds: Dried [2 3]			
4. Cured [2 3]			
5. Stored			
6. Frozen [4]			
7. Number of different families represented by the above figures			

115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS

	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned			
2. Gallons brined			
3. Pounds: Dried [2 3]			
4. Cured [2 3]			
5. Stored			
6. Frozen [4]			

[1] Sum of the subitems minus duplications due to families participating in more than one activity.
[2] Weight of finished product after drying.
[3] Weight of product before curing.
[4] Include contents of locker plants and home freezer units.
[5] Do not include vine-matured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

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

Home Management—Family Economics—Continued

121. Number of families assisted this year—
- (a) With time-management problems
- (b) With home accounts
- (c) With financial planning
- (d) In improving use of credit for family living expenses
- (e) In developing home industries as a means of supplementing income

122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
- (a) Food
- (b) Clothing
- (c) Housefurnishings and equipment
- (d) General household supplies

123. Number of families assisted this year through cooperative associations [2] or individually, with the buying of—
- (a) Food
- (b) Clothing
- (c) Housefurnishings and equipment
- (d) General household supplies

124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)

125. Number of families assisted this year with "making versus buying" decisions

126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living

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

Clothing and Textiles—Continued

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

Family Relationships—Child Development—Continued

128. Number of families assisted this year—
- (a) With child-development and guidance problems
- (b) In improving family relationships

129. Number of families providing recommended clothing, furnishings, and play equipment for children this year

130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men
- (b) Women

131. Number of children in families represented by such individuals

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation

133. Number of communities assisted this year in improving community recreational facilities

134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs

135. Number of communities assisted this year in establishing—
- (a) Club or community house
- (b) Permanent camp
- (c) Community rest rooms

136. Number of communities assisted this year in providing library facilities

137. Number of school or other community grounds improved this year according to recommendations

[1] The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.
[2] Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	6	0	6	0	5	Acres
139. Other cereals						Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil and water conservation						Acres
143. Potatoes, Irish and sweet	5	0	5	0	5	Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	39	57	30	46	25	Acres
148. Market gardens, truck and canning crops	14	3	10	3	10	Acres
149. Other crops (including pasture improvement)						Acres
150. Poultry (including turkeys)	14	33	10	17	425	Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	23	0	23	0	23	Animals
155. Horses and mules						Animals
155a. Rabbits						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds					XXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (game and fur animals)					XXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity, tractor						Articles made
						Articles repaired
162. Farm management					XXXXXXXXXXXX	
163. Food selection, preparation, and/or baking						Meals planned
						Meals served
164. Food preservation. (Include frozen foods)						Quarts preserved
165. Health, home nursing, and first aid					XXXXXXXXXXXX	
165a. Child care					XXXXXXXXXXXX	
166. Clothing						Garments made
						Garments remodeled
167. Home management (housekeeping)						Units
168. Home furnishings and room improvement						Rooms
						Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership					XXXXXXXXXXXX	
171. All others					XXXXXXXXXXXX	
172. Total (project enrollment and completion)	101	93	84	66	XXXXXXXXXXXX	

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13

4–H CLUB MEMBERSHIP[1]

173. Number of 4–H Clubs (do not count the same club more than once)				8
174. Number of different 4–H Club members enrolled	(a) Boys[2]	101	(b) Girls[2]	93
175. Number of different 4–H Club members completing	(a) Boys[2]	84	(b) Girls[2]	58
176. Number of different 4–H Club members in school	(a) Boys	99	(b) Girls	93
177. Number of different 4–H Club members out of school	(a) Boys	2	(b) Girls	0
178. Number of different 4–H Club members from farm homes	(a) Boys	91	(b) Girls	85
179. Number of different 4–H Club members from nonfarm homes	(a) Boys	10	(b) Girls	8

Number of Different 4–H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
			10 and under	28	8
1st year	28	31	11	16	12
2d	20	9	12	14	15
3d	33	33	13	13	20
4th			14	16	17
5th			15	10	6
6th			16	1	9
7th			17	3	6
8th			18		
9th			19		
10th and over			20 and over		

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

(a) Judging	10	(f) Fire and accident prevention	
(b) Giving demonstrations		(g) Wildlife conservation	3
(c) Recreational leadership	8	(h) Keeping personal accounts	50
(d) Music appreciation		(i) Use of economic information	
(e) Health		(j) Soil and water conservation	6
		(k) Forestry	

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

184. Number of 4–H Clubs engaging in community activities such as improving school grounds and conducting local fairs 12

WORK WITH OLDER RURAL YOUTH

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

186. Membership in such groups { (a) Young men; (b) Young women

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

188. Number of meetings of older rural youth extension groups

189. Total attendance at such meetings

190. Number of other older rural youth groups assisted

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

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

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

194. Check column showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10–19 percent (b)	20–39 percent (c)	40 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

[1] All data in this section are based on the number of different boys and girls participating in 4–H Club work, not on the number of 4–H projects carried.

[2] Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

[3] Same as footnote 2, except that reference is to completions instead of enrollments.

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MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Bees (a)	General-feeder insects[1] (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents		7	
(4) State extension workers			
196. Number of communities in which work was conducted this year		5	
197. Number of voluntary local leaders or committeemen assisting this year		6	

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	Assistance to Veterans (a)	U. S. D. A. Councils (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
199. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents		5	2			18	3				
(4) State extension workers											
200. Number of communities in which work was conducted this year		6	5			5	5				
201. Number of voluntary local leaders or committeemen assisting this year											
202. Number of meetings participated in this year by extension workers		7	1			3	1				

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

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15

TERMINOLOGY

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

Definitions of Extension Terms

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days* in *field* should include all days spent on official duty other than "days in office."
4. *Days* in *office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.

   A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.

   A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.

   The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers* (or *families*) *assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
    (1) Adoption of a recommended practice.
    (2) Further improvement in a practice previously accepted.
    (3) Participation in extension activities.
    (4) Acceptance of leadership responsibility.
    (5) Or by other evidence of desirable change in behavior.
12. A *4–H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4–H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4–H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader*, *local leader*, or *committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An extension *program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.

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