

EXTENSION TEACHING AND OTHER ACTIVITIES—Interpretation

Agents who devote more than one-half of their time to a line of work, as determined in item 20, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. 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 are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

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 in which information is given or received.
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 notice 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. News items prepared by local leaders should not be included.
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. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.

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. Result demonstrations are definitely planned in advance and are not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.

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 by extension or the group they represent 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.

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. Do not report county, district, or State conferences of extension personnel.

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 10 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 to your morning and afternoon attendance and report the total.

- 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.
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.

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 A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	County total D
1. Farm or home visits.....Number..	579		607	1186
2. Office calls.....do.....	718		747	1465
3. Telephone calls.....do.....	815		871	1686
4. News articles or stories prepared Number.....	34		40	74
5. Broadcasts made or prepared:				
a. Radio.....Number.....				
b. Television.....do.....	4		2	6
6. Bulletins distributed.....do.....	481		382	863
7. Adult result demonstrations conducted.....Number.....	13		20	33
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number.....	17			17
(2).....Attendance.....	189			189
b. YMW work:				
(1).....Number.....				
(2).....Attendance.....				
c. 4-H Club work:				
(1).....Number.....	5			5
(2).....Attendance.....	61			61
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number.....	155		61	216
(2).....Attendance.....	1561		1362	2923
b. YMW work:				
(1).....Number.....				
(2).....Attendance.....				
c. 4-H Club work:				
(1).....Number.....	88		44	132
(2).....Attendance.....	1553		369	1922
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number.....	69			69
(2).....Attendance.....	1060			1060
b. YMW work:				
(1).....Number.....				
(2).....Attendance.....				
c. 4-H Club work:				
(1).....Number.....				
(2).....Attendance.....				

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. Meetings and attendance reported in items 12 and 13 should also be included in item 9 or 10, whichever is applicable.
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 meetings 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. These facts may be obtained through mail questionnaires, telephone, or personal interview.
15. A project leader, local leader, or committeeman is a person selected by extension or the group they represent, to lead some phase of the extension program in organization or subject matter. Included should be members of the county-wide councils or committees reported in 12, as well as in items 22, 27, 39, 45, 51, 57, 62, 68, and column C on page 23, less duplications.
- 15c. Total of a, b, c, and d, less duplications due to the same person serving as leader in more than one line of work.
17. Where home demonstration program is carried on through a school, church, women's club, or farm organization unit, include only that part of the total membership which is interested in home demonstration work.

EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

a. Name of citizens' organization or group having legal or quasi-legal status, if any Countyb. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a" Board of Supervisors

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
	Number	Number	Number	Attendance
a. Over-all or general	1	8	2	16
b. Agricultural	1	30	2	36
c. Home demonstration				
d. Young men and women				
e. 4-H Club	1	12	2	21

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

Item	A	B
	Number	Attendance
a. Community or local meetings		
b. County meetings	4	36

14. Number of fact-finding surveys for program-planning purposes made during the year 1

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	Boys	Girls
			C	D
a. In adult agricultural work	16		XXXX	XXXX
b. In adult home demonstration work		67	XXXX	XXXX
c. In young men and women's work		2	XXXX	XXXX
d. In 4-H Club work				
e. Total number of DIFFERENT leaders	16	47		

16. Number of organized clubs or other groups carrying on adult home demonstration work 1017. Number of members in such clubs or groups 180

UNIVERSAL 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 month's 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. Time should be reported to the nearest whole day.
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. Time should be reported to the nearest whole day. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. For example: 21c pertains to the time spent on the crop work as reported on page 9; 21d to the livestock work on page 11; and similarly through 21i; 21t covers the miscellaneous items reported on page 29, as well as time not accounted for elsewhere. Time in training local leaders in extension organization, and program planning should be reported under 21a. Training of local leaders in subject matter should be reported under one of the appropriate subject headings 21c through 21t. Additional information is given below.

Days devoted to cooperation with other agencies (items 146 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, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.

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
	A	B	C	D
18. Calendar months of employment.....	12		12	24
19. Total days worked.....	274		294	568
20. Days devoted to—				
a. Adult work.....	170 1/2		224 1/2	395 1/2
b. YMW work.....	1		1	2
c. 4-H Club work.....	102 1/2		68 1/2	170
21. Days devoted to—				
a. Extension organization and program planning.....	57		110	167
b. In-service training of agents.....	12		15	27
c. Crops.....			84	84
d. Livestock.....			61	61
e. Marketing; distribution; and service organizations.....			3	3
f. Soil and water conservation and management.....			7	7
g. Forestry.....			2	2
h. Wildlife.....				
i. Planning and management of the farm business.....				
j. Farm buildings and farm me- chanical equipment.....				
k. House and surroundings, furnish- ings and equipment.....	34			34
l. Home management.....	30 1/2			30 1/2
m. Family economics.....	12			12
n. Clothing.....	20 1/2			20 1/2
o. Foods and nutrition.....	459 1/2			459 1/2
p. Health.....	4			4
q. Family life, child development, and parent education.....	9			9
r. Safety.....				
s. Community development and public affairs.....	6 1/2			6 1/2
t. Days that cannot be charged specifically to one of items a through s.....	261 35 1/2		12	47 1/2

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, cantaloupes, 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. The 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 agent held or participated in, 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 in the county 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 in the county; for example, number of cotton growers who made use of extension information relating to that specific crop. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
- Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.
- 25. Include the total number of DIFFERENT persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25a through 25f.
 - b. 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.
 - f. 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. Include the total number of DIFFERENT producers helped with any FARM MARKETING problems relating to a specific crop or group of crops. 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 subitems 26a, b, or c.
 - a. 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.
 - b. The use of market reports, supply and demand reports, outlook, etc.
 - c. 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.

Item	Grain crops including rice, dry peas and beans A	Hay and other forage, pas- ture, range B	Cotton and other fiber crops C	Tobacco D	Oil and sugar crops E	Fruits and nuts F	Vegetables, including potatoes G	Flowers, ornamental shrubs H
22. Number of voluntary local lead- ers assisting.....	5				3	1		
23. Total number of personal con- tacts made individually or through meetings.....	756	756			756	4	34	3
24. Estimated total number of DIF- FERENT farmers and other individuals assisted directly or indirectly TO ADOPT recom- mended practices.....	470	375			520	4	25	3
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	435	260			415	4	20	
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	420	175			340		16	
b. Use of fertilizers.....	415	215			375		20	
c. Control of injurious insects.....	175	150						
d. Control of diseases.....	25							
e. Harvesting, storing, and curing.....	120	25						
f. Efficient work methods.....								
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	15	8			160	2		
Of this number how many were assisted with—								
a. Preparation for market.....								
b. Commodity outlook and market information.....	15	8			160	2		
c. Arranging to sell and selling.....								

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 for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
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 agent held or participated in, 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 in the county 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 in the county 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 in the county: Number

of farms and other places 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, personal observations, and other sources.

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

Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.

30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
 - e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.
31. Includes total number of DIFFERENT producers assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
 - b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
 - c. Persons assisted primarily with those activities involved in arrangements incident 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 A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting.....						
28. Total number of personal contacts made individually or through meetings.....	38	35	21	3	418	3
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	9	6	8	3	234	3
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	3	4	5	3	50	3
Of this number how many were assisted with—						
a. Selection and breeding.....	1		4		16	
b. Feeding.....	2				50	
c. Controlling external parasites.....			4		50	
d. Controlling diseases and internal parasites.....		4		3	50	
e. Efficient work methods.....						
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....			7		45	
Of this number how many were assisted with—						
a. Preparation for market.....			4		30	
b. Commodity outlook and market information.....			4			
c. Arranging to sell and selling.....					20	

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—

- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- 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, dehydrators, feed dealers, and others concerned with marketing hay 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, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.

- d. Auction 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. Milk plants, pick-up and delivery routes, condenseries, 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. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.

37. This item is to include food retailers with whom work was 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.

38. 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 (subitem 55a), home equipment (subitem 61a), and clothing (subitem 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 assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
	A	B	C	D	E	F
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	1	2			1	
b. Farm and home service.....						

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

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

Number

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

a. Marketing.....	1
b. Service facilities.....	

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

a. Agricultural products.....	4
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.....	5
b. Hay and other forage crops.....	2
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	
d. Tobacco.....	
e. Oil crops (soybeans, flax, peanuts, etc.).....	4
f. Sugar crops.....	
g. Dairy and dairy products.....	
h. Poultry and poultry products.....	2
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.

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

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 subitem 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.....		1	
40. Total number of personal contacts made individually or through meetings.....	370	135	
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	165	16	
42. Farmers and other individuals reported in item 41-A assisted with—			Estimated number
a. Proper land use.....			12
b. Contour and strip cropping.....			
c. Terracing.....			
d. Grassing waterways.....			0
e. Water supply, storage, and distribution.....			
f. Drainage.....			
g. Irrigation.....			
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			45
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....			80
j. Production of soil-improvement crops.....			115
k. Crop rotations.....			60
l. Land clearing.....			4
43. Farmers and other individuals reported in item 41-B assisted with—			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			1
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			2
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			2
d. Estimating and appraising.....			1
e. Production of maple-sirup products or naval stores.....			
f. Treating wood products with preservatives (fence posts and building timbers).....			12
g. Marketing of forest products (includes markets and timber-selling practices).....			2
h. Fire prevention.....			
44. Farmers and other individuals reported in item 41-C assisted with—			
a. Construction or management of ponds for fish.....			
b. Making food and cover plantings for wildlife.....			
c. Protection of wildlife areas from fire or livestock.....			

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—

- a. 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.
- b. 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.
- c. 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.
- d. Work done to help farmers make yearly adjustments in size, combination of enterprise,

and organization of business. Subitem 48e refers to long-time adjustments, 48d should 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 for 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 subitem 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.....	
46. Total number of personal contacts made individually or through meetings.....	435
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	315
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	290
b. Keeping and analyzing farm records.....	60
c. Developing an over-all farm plan.....	
d. Making needed adjustments in farm organization.....	
e. Developing supplemental sources of income.....	35
f. Obtaining and using credit.....	6
g. Selecting a farm for rental or purchase.....	2
h. Obtaining, training, and using farm labor.....	
i. Legal aspects of the farm business.....	
j. Income-tax accounting and related problems.....	30
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	

FARM BUILDINGS AND MECHANICAL EQUIPMENT—Interpretation

53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.

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 arrangement, for efficient work 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.....		
52. Total number of personal contacts made individually or through meetings.....		
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	35	40
54. Farmers and other individuals reported in item 53-A, assisted with—		Estimated number
a. Arrangement of farm-building lay-out.....		2
b. Construction of farm buildings.....		
c. Remodeling or repairing farm buildings.....		12
d. Selection or construction of farm-building equipment.....		4
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment.....		6
b. Developing labor-saving devices and equipment.....		4
c. Use, care, and repair of farm mechanical equipment.....		20
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes.....		12

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, fact visits, individual letters written, and attendance at meetings agent held or participated in, 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 in the county 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 in the county 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 (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—

- c. Refers to space, work-saving arrangements, 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 to 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 home. Work done with sewing equipment should be reported under subitem 67d.
- c. Refinishing furniture, upholstering, chair seating, 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 local leaders assisting.....	10	10
58. Total number of personal contacts made individually or through meetings.....	307	306
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	200	135
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		Estimated number
a. Building a new house.....		6
b. Remodeling or repairing the house.....		34
c. Improving kitchen or laundry.....		34
d. Improving storage space.....		27
e. Selection, installation, use, and care of water and/or sewage systems.....		3
f. Selection, installation, use, and care of heating and/or cooling systems.....		30
g. Planning electrical systems.....		200
h. Landscaping home grounds.....		
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment).....		158
b. Selection, use, and construction of home furnishings.....		52
c. Repair, reconditioning, and care of home furnishings.....		31
d. Furniture arrangement and use of accessories.....		103
e. Color schemes and wall finishes.....		74
f. Floor finishes.....		26

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING—Interpretation

64. See item 59 for interpretation of what 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 subitem 67b.)

66. Includes work done—

b. On that portion of financial 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. Subitem 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 moths 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.

c. 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 demonstration, young men and women's work, and 4-H Club work.

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting.....	20		10
63. Total number of personal contacts made individually or through meetings.....	304	210	145
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	180	175	135
65. Homemakers and other individuals reported in item 64-A assisted—			Estimated number
a. In arriving at management decisions.....			53
b. In improving housekeeping methods.....			135
c. With family laundering.....			
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			
b. With family financial planning.....			4
c. With keeping and analyzing home records.....			175
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			135
b. With care and mending of clothing.....			78
c. With clothing construction.....			106
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			78
e. With good grooming and posture (personal appearance).....			71

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 35.
- 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.
- e 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—

- c. 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—

- c. 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	Food and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	20			
69. Total number of personal contacts made individually or through meetings.....	297		35	31
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	167		28	25
71. Families reported in item 70-A assisted—				Estimated number
a. With planning and/or producing the home food supply.....				29
b. In selecting food.....				104
c. With meal planning and food preparation.....				107
d. With preservation and storage of food.....				48
e. In improving diets.....				30
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				
b. First aid and home nursing.....				
c. Dental-health education.....				
d. Health education leading to physical examination by a physician.....				
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.....				28
c. Understanding roles of family members and strengthening family relationships.....				
d. Individual adjustments and personality development.....				
e. Home and family recreation.....				
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				
b. Accident prevention around the farm and home.....				25
c. Accident prevention away from home place.....				

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 businessman'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 others 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—

j. Music, drama, and art.

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.

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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.....				
76. Developing and improving county or community organization.....				
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....				
b. Improving health facilities, services, and programs.....				
c. Improving schools.....	1	1	10	10
d. Improving churches.....	1	1	1	5
e. Bettering town-country relations.....				
f. Libraries.....				
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....				
k. Community beautification.....	2	10	10	
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
81. Emergency activities.....				

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 to the nearest whole unit for the 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 pounds 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.....				acres
83. Other cereals.....				do.
84. Peanuts.....	2	2	2	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.....	18	12	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).....	1	1	25	birds
97. Dairy cattle.....				animals
98. Beef cattle.....	3	1	1	do.
99. Sheep.....				do.
100. Swine.....	21	17	70	do.
101. Rabbits.....				do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....				articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXX	
110. Beautification of home grounds.....	1	1	XXXXXXXXXXXX	
111. Meal planning and preparation (include baking and food selection).....	15	13	414 304	dishes prepared meals served
112. Canning and preserving (other than freezing).....	1	1	50	quarts
113. Freezing of foods.....	1	1	10 20	quarts frozen pounds frozen
114. Health, nursing, and first aid.....			XX	
115. Child care.....			XXXXXXXXXXXX	
116. Clothing.....	50	50	58	articles
117. Home management.....	50	50	31	garments
118. Home furnishings and room improvement.....	31	28	144 28	articles rooms
119. Home industries, arts, and crafts.....				articles
120. Junior leadership.....			XXXXXXXXXXXX	
121. All other.....			XXXXXXXXXXXX	
122. Total.....	150	133	XXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs.....		6
124. Different 4-H Club members—	Boys	Girls
a. Enrolled.....	45	76
b. Completing.....	34	74
125. 4-H Club members from—		
a. Farm homes.....	31	50
b. Rural nonfarm homes.....	14	26
c. Urban homes.....		
(For checking purposes; total equals 124a)...	45	76
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	18	26
b. 2d year.....	13	15
c. 3d year.....	6	17
d. 4th year.....	7	11
e. 5th year.....	1	2
f. 6th year and over.....	5	5
(For checking purposes; total equals 124a)...	45	76
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	17	31
b. 11 years.....	5	6
c. 12 years.....	9	15
d. 13 years.....	6	14
e. 14 years.....	5	1
f. 15 years.....	3	3
g. 16 years.....		3
h. 17-20 years, inclusive.....	45	76
(For checking purposes; total equals 124a)...		
128. 4-H Club members who received definite training in—	Members	
a. Judging.....	4	
b. Giving demonstrations.....	6	
c. Group recreation leadership.....	3	
d. Music appreciation.....		
e. Money management (thrift).....		
f. Farm and home safety.....		
g. Citizenship.....		
h. Personality improvement.....		
i. Soil and water conservation.....		4
j. Forestry.....		
k. Health, nursing, and first aid.....		
129. 4-H Club members having health examination because of participation in the extension program.....		
130. Number of members attending a 4-H Club camp.....		35
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		6

WORK WITH YOUNG MEN AND WOMEN—Interpretation

The purpose of this section of the report is to determine how many young men and women approximately 18 to 30 years of age ARE BEING REACHED THROUGH SPECIAL PROGRAMS GEARED TO MEET THE NEEDS OF THIS AGE GROUP. It is recognized that much of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

132. Only those groups of young men and women that Extension has organized should be reported under this item. Included will be such groups as young men's clubs, young homemakers' clubs, young married couples' clubs, general-interest groups, 4-H alumni, and honorary or service clubs. Indicate whether the foregoing are operating on a community or county-wide basis.

133. In some instances the organization of young people's groups has been a joint effort of Extension and some other organization. Where that has occurred, information for such groups should be reported here.
134. In many counties agents are called upon to work with young people in groups not organized by Extension. Examples of such groups are church groups of young married people, GI classes taught in the schools, and independent groups that may have organized themselves.
135. In counties where agents are making a definite effort to reach young people 18 to 30 years of age there will be some persons, not in one of the organized groups listed above, whom the agent has assisted during the year.

WORK WITH YOUNG MEN AND WOMEN

Item	Community groups A	County-wide groups B
132. Extension-organized groups of young men and women:		
a. Number of such groups worked with during year.....		
b. Membership in such groups: (1) Young men.....		
(2) Young women.....		
c. Meetings held during year: (1) Number.....		
(2) Attendance.....		
133. Groups jointly organized by Extension and another organization:		
a. Number of such groups worked with during year.....		1
b. Membership in such groups: (1) Young men.....		11
(2) Young women.....		2
c. Meetings held during year: (1) Number.....		23
(2) Attendance.....		
134. Other groups of young men and women not organized by Extension with whom Extension worked:		
a. Number of such groups assisted during year.....		4
b. Number of different individuals reached through such groups:		
(1) Young men.....		21
(2) Young women.....		11
135. Individual young men and women NOT reported in items 132, 133, or 134 who participated in special young men and women's extension program:		
a. Number of persons assisted:		
(1) Different young men.....		19
(2) Different young women.....		39
135x. Number of DIFFERENT young people worked with or assisted in special young men and women's programs (total of items 132, 133, 134, and 135 less duplications):		
a. Different young men.....		544
b. Different young women.....		5039

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 families to be reported in each column, it is suggested that the same approach be used as outlined for item 125.

143. In this section emphasis is only on the number of 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. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	245	18	
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economies) practices this year.....	280	56	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	325	67	

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 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

in the county where he and the committeemen 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 so that States, if they desire, may request information about a Federal agency not listed.

165. Line is left blank for State use.

168. Line is 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	D
FEDERAL AGENCIES				
146. Item discontinued.....				
147. Bureau of Land Management, Bureau of Reclamation.....	2			
148. Farm Credit Administration.....			1	1
149. Farmers Home Administration.....	1		1	2
150. Fish and Wildlife Service.....			1	
151. Forest Service.....				
152. Bureau of Indian Affairs.....				
153. Agricultural Stabilization and Conservation Program Committee.....			4	5
154. Rural Electrification Administration.....				
155. Selective Service System.....				
156. Soil Conservation Service.....			7	4
157. Valley authority (TVA, etc.).....				
158. Other (specify) <i>L. B. Smith</i>	2		1	4
STATE AGENCIES				
159. Health department.....				
160. Highway department.....				
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....				
163. State employment service.....				
164. Welfare department.....	3			
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....			2	4
167. Vocational-agriculture and home economics departments.....				
168. Other (specify) <i>Veterans</i>			1	2

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.

PLAN OF WORK

1954

SURRY COUNTY

EDGAR L. RAWLS

COUNTY FARM AGENT

PLAN OF WORK

Edgar L. Rauls

County Farm Agent

Surry County - 1954

1. Surry County is a relatively small county covering 306 square miles. There are approximately 775 farm families, including white and colored. The type of soil is well suited for peanut production, corn, pastures and small grain. There is practically no industry in the county, it being strictly rural, and agricultural. It is one of the leading hog producing counties in the state and for the last few years beef cattle have been on the increase. Practically all of the farms are owner operated, and there is very little tenant farming.

2. Sections of the county were very hard hit last year in regards to the drought situation. The dry weather did not have too much affect on the yield of peanuts, but corn yields and pasture production were far below normal. The Agent feels that farmers in the county, who in the past have borrowed money to farm on, will have little or no trouble in borrowing money again. The hog market, being what it is today, a lot of the farmers have made good money on hog production. The way things look now, if we do not have too much of a drought this year, the Agent feels that Surry County farmers will do well in 1954.

3. The Agent met with the Agronomy Committee and Mr. M. P. Lacy, Associate Extension Agronomist, and developed the Plan of Work for 1954. The Agronomy Committee has been very helpful in working with the Agent in various types of work pertaining to Agronomy.

AGRONOMY - Corn

a. Situation

The corn crop in Surry County, for the past two years, has been relatively short. This was due to the drought. A demonstration was conducted on one farm in 1953 on corn hybrids, but it being in one of the hardest hit sections of the county in regards to dry weather, no feasible results could be obtained.

b. The Agronomy Committee and the Agent feel that farmers need more factual information on the different corn hybrids as well as proper fertilization methods.

c. There will be six corn demonstrations conducted this year in different sections of the county. The reason for this is that farmers in each locality will be able to observe more closely how the demonstration in their section is progressing.

The farms on which the demonstrations will be conducted will be publicized in the local paper for the benefit of farmers who wish to observe the progress of the demonstration closest to them.

Through the cooperation of the County Agronomy Committee the Agent plans to have county or community tours for farmers and visit these demonstrations.

The Agent has publicized the recommended corn hybrids for this section and also the fertilizer recommendations of the Holland Experiment Station. This publicity was carried out by means of newspapers and a county-wide farm meeting.

The Agent's goal for 1954 is to get as many farmers as possible to follow Experiment Station corn hybrid recommendations and fertilizer recommendations.

Peanuts.

a. Situation

Peanut production in Surry County has increased each year in Surry County. The Agronomy Committee feels that this is due to the fact that because of allotments farmers are becoming more conscious of the value of crop rotation; also farmers are using better cultural and fertilization practices. The most important problem in Surry County is controlling insects and disease. The Committee also feels that widespread publicity should be given to all peanut producing farmers on the value of using Aldrin to control the root worm and Sulfur dust with DDT to control of the corn root worm.

The Agent's goal for 1954 is to urge all farmers to follow Experiment Station recommendations on fertilization and spacing of peanuts and also control methods of diseases and insects.

Pastures.

For the past two years permanent pastures have been hard hit by dry weather. The Agronomy Committee feels that farmers should plant more supplementary pastures to fall back on in case of another dry year.

The Agent is stressing the value of having supplementary pastures and also fertilization of permanent pastures for earlier and better grazing.

Through the cooperation of the Agronomy Committee, the Agent plans to have a county-wide pasture tour in the late summer or early fall. The Agent also plans to have an Extension Specialist on this tour to explain to the farmers the value of good pasture management.

Cover Crops.

The Agent plans to publicize the value of cover crops as a grazing for livestock and building up the soil by using news articles and circular letters as well as the farm meetings. The Agent's goal for cover crops during 1954 is to have at least 90% of row crop land in some kind of cover crop during the winter months. ●

LIVESTOCK

Swine.

Educational activities will be carried on to promote the use of the ten point hog management program through newspaper

articles, farm meetings, farm visits, specialist aid, and circular letters. The Agent plans to continue this educational program on swine and try to put across to farmers the value of using a good pure bred male and selecting their gilts from high producing litters. I will also urge all farmers to practice sanitation methods, worming of pigs properly and regularly, and use of good feed methods and management.

Beef Cattle.

The Agent plans on continuing his educational activities in regards to beef cattle. These are to promote the most up to date methods of management and feeding, culling out animals that can be of no benefit to a herd. These educational activities will be discussed at farm meetings, through newspaper articles, and on visits to the farm by the Agent. In 1954 supplementary pastures will be stressed a great deal. This has been one of the failures of a lot of farmers in the past few years who have gotten in a few beef cattle.

Poultry.

General Educational Activities: With the aid of Extension Specialists, several poultry producers in the county will be contacted periodically as to the value of keeping records and practicing sound poultry management.

Forestry.

a. Goals: To conduct a demonstration with the aid of

Extension Specialists showing the proper methods of thinning, cutting and selection of pulpwood, the killing of hardwood, fence post treatment, and general practices used in the care of our forests.

b. Methods to be Used:

1. Work with the local forester, the district forester, and the Extension Specialists in selecting suitable locations for this demonstration.
2. Publicize the time and place of this demonstration in the local newspapers, radio and by circular letter.

EXTENSION 4-H PROGRAM

A. Organization of Clubs in County

1. Where possible, leaders will be obtained for each club.
2. Train officers in their duties and responsibilities in regards to parliamentary suggestions and order of procedure in conducting meetings.
3. The 1954 4-H enrollment goal will be 55 active members (boys).

B. Project Work

1. The Agent will work with each 4-H club member in selecting projects most suitable for his needs.

Encourage cooperation and assistance of parents with members on their project work.

C. Definite Plans and Schedules for Holding 4-H Club Meetings

1. Monthly meetings will be held in the school by each club for the months during school session. Schedules will be set up as to a time and place of meetings by the Agents and principal of the school.

2. Visit 4-H projects during the summer and assist members on their projects and record books.

D. Have Regular Meetings of the County Council for Setting Up Goals for 4-H Club Members in the County.

E. Set Goal of Completion at 80%.

1. To use all available contests on County and District basis.

2. Announce the rules and awards of each contest.

3. Present prizes and awards on Achievement Day held in conjunction with the annual County Picnic.

EXTENSION ACTIVITIES THROUGH COUNTY ADVISORY BOARD

A. Encourage each family to:

1. Have a good year round garden.

2. Use recommended varieties of seeds.

3. Practice disease and pest control.

4. Increase yields rather than acreage through better farming methods.

5. Use to the maximum the machinery available.

6. Use fertilizer wisely and purchase early.

7. Treat all seed peanuts before planting.

B. Use Advisory Board in selection of farms for demonstrational work.

C. Use Advisory Board in getting vital information to the farm families.

IV. Cooperation with Other Agencies

1. To assist the FMA Committee in all educational phases of conservation program.

2. To serve as ex-officio member of the FMA Committee.

3. To assist Soil Conservation Service with its program in the District.

4. To assist the Veterans Instructor in his work with veterans.

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ANNUAL NARRATIVE REPORT

FOR

SURREY COUNTY

1954

Edgar L. Reeds, County Agricultural Agent

Ethel T. Jones, Stenographer

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I. BRIEF DESCRIPTION OF COUNTY ORGANIZATIONS

A. Agronomy Committee

The Surry County Agronomy Committee was organized in 1952 through the cooperation of the Agronomy Department at VPI.

This Committee consists of the County Agent, Banker, Professional Workers in the County, and six farmers. This Committee meets with the Agent the first of the year and helps in making up the plan of work for the year.

B. County Pasture Committee

The Surry County Pasture Committee consists of the Professional Workers of the County, Banker, Fertilizer Dealers, and two farmers from each of the three districts of the County.

This Committee works with the Agent in planning demonstrations, tours and other things pertaining to pasture in Surry County.

C. County Farm Bureau

The Surry County Farm Bureau is one of two farm membership organizations in the County. This organization has cooperated to the fullest extent in working with the County Agent in his work. The Agent meets with the Directors of the Farm Bureau when possible, and gives them full cooperation in his capacity as County Agent.

D. Farmers Union

The Farmers Union was organized in Surry County the first of 1953. The Agent has received full cooperation from this organization and has met with the Directors several times and asked their opinion on different things pertaining to his over-all farm program. This organization has been most cooperative in all things asked of them.

II. TYPE OF AGRICULTURE

Surry County consists of approximately 36,000 acres in crop land and pasture within the Coastal Plains of the Tidewater section. The climate is comparatively mild, giving rather long grazing periods.

The soil type is sandy to sandy loam, and the County from its soil and climatic conditions, is well adapted for pastures, peanuts, corn, soybeans and grain.

The peanut crop this year is below normal, due to the drought, but in some cases the quality is very good and have graded out exceptionally well.

Corn is another important crop in the County, and is used mostly for the feeding of livestock. Of the total amount of corn planted in the County, it is estimated that about 96% or 97% is an adapted hybrid.

Pasture is becoming more prevalent in Surry County due to the increased number of livestock, favorable growing season, and allotments. At the present time there are approximately 6,000 acres of pasture of one type or another in the County.

The number of livestock, especially hogs, has increased in the past year. Beef cattle increased rapidly through 1952 but because of the drought, for the past three years, and the price decline, a number of farmers have cut down on their beef herds.

a

III. PROJECT ACTIVITIES

A. Agronomy

1. Peanuts

(a) Use of Sulfur and DDT to control Leafspot and Leaf Hopper.

It has been known for several years that the disease Leafspot, and the insect Leaf Hopper, has cost farmers a great deal of money. The insect and the disease both cut down on yields per acre and quality of hay produced.

It is the Agent's opinion that too many of the small farmers do not realize the benefits they can receive from using Sulfur and a 1% DDT mixture to control Leafspot and Leaf Hopper. The Agent's objective in this case was to urge all farmers, both small and large operators, to use Sulfur and DDT. Through the courtesy of a fertilizer company, material was given to six farmers for use on a demonstrational basis. The demonstrations are on small farms, and results have not been tabulated as yet. The Agent plans a tabulation of results and the publicizing of these in the local paper.

At the annual County Livestock and Agronomy School emphasis was put on the value of using Sulfur with DDT. In a letter to all Surry County farmers regarding the main money crops, its use was stressed in regards to better peanut production.

It is the Agent's belief that more farmers are using Sulfur and DDT as control measures of Leafspot and Leaf Hopper than before, thus increasing their yield. The Agent believes that by continued publicity and demonstrations, that all peanut farmers will use control measures for Leafspot and Leaf Hopper.

(b) Use of Aldrin for controlling the Root Worm.

The use of Aldrin for controlling the Root Worm is rather new to most farmers. This insect has cut yields tremendously in our heavier type peanut soil.

The Agent believes that too much publicity cannot be given on the value of Aldrin in increasing peanut yields. The Agent has publicized its value through news letters, demonstration results and individual contacts. Due to the fact that it is relatively new, some farmers are a little hesitant about using it. The Agent has contacted many farmers during digging time who have trouble with the Root Worm, and believes

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that by showing them the damage done, has convinced many that by using Aldrin they can increase their yields.

For the past years the Holland Experiment Station has conducted a demonstration on a farm in the County using Aldrin, and other material for the control of the Root Worm. The Agent plans to get the data from the Experiment Station on the results of this demonstration and publicizing the information at farm meetings and news articles.

The Agent feels that more farmers each year are using Aldrin and plans to publicize it's benefits next year through news articles and demonstrations.

One of the fruit growers in the County has had a great deal of trouble with the Spotted Mite migrating from his orchard to his peanut crop. This farmer had a tremendous cut in yield last year, however, this year, through the cooperation of Extension Entomologists, he was able to control the insect. The entomologists are planning a survey of this farm and hope to eradicate the insect completely.

(c) Spacing and fertilization of peanuts.

Surry County farmers as a whole, use the Holland Experiment Station recommendations as to spacing in rows and between rows, and fertilization. Many farmers attribute their increase in yields for the past few years to the fact that they follow Experiment Station recommendations.

(d) Weed control in peanuts.

There were three demonstrations conducted in Surry County this year on the control of weeds in peanuts. These demonstrations were made possible through the cooperation of one of the chemical companies. Due to the fact that this a relatively new project on peanuts in Surry County, the Agent is planning to gather more specific data on cost and control before making over-all recommendations.

2. Corn

(a) Hybrid Seed Corn

The Agent is of the opinion that farmers are educated in the value of using a hybrid corn for better yields, but need more education about the adapted hybrids for his particular section or type of soil.

Through the cooperation of the Agronomy Committee demonstrations of the recommended hybrids were planted in sections of the County.

RM

This Committee selected the sites for the demonstration and obtained the seed used for them from the different seed dealers in the County. The Agent has gotten the results from most of these demonstrations and plans to get the rest of them in the near future. These results will be publicized at farm meetings and at our annual county-wide Agronomy Meeting.

The Agent plans to include more of these demonstrations in his plan of work for 1955.

(b) Grain Protectants.

Weevil damage in stored corn is costing farmers a great deal of money. Realizing this, they are asking for information on control.

The Agent planned a demonstration of this type with the cooperation of Dr. Rowell, but because farmers were unusually early in harvesting corn this year, the plans did not develop. The Agent plans to have a demonstration of this type next year, and the results will be publicized.

News articles on grain protectants have been used in the local paper and the Agent feels that many farmers used some type of protectant this year.

(c) Spacing and fertilization.

The Agent feels that the same holds true with corn as it does with peanuts, that most Surry County farmers follow the Experiment Station recommendations in regards to fertilization and planting the desired number of stalks per acre.

3. Pastures

(a) Importance of a good pasture.

The Agent feels that due to peanut allotments, land clearing and the increased number of livestock, farmers should realize the value of having good pastures.

The pasture program has been emphasized a great deal this year. This was because that for the past two years the corn crop has been short due to the drought, and there has been very little carry over of corn.

(b) Supplementary pasture.

The lack of grazing on pasture because of the drought, has caused many farmers much concern for the past two years. They realize now

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that a supplementary pasture is a must if they have livestock to any extent.

Publicity was given on the value of having some kind of supplementary pasture at our annual Agronomy-Livestock School. The annual letter to all Surry County farmers regarding crops and livestock, particular emphasis was placed on extra pasture in case of another dry year. A lot of farmers analyzed their situation, planted supplementary pasture and withstood the drought much better than their neighbor who had no pasture to fall back on.

The Agent feels that the continued publicity given by the VPI Agronomy Department to all newspapers during the dry weather influenced many farmers to plant supplementary pastures.

The Agent plans to include supplementary pasture demonstrations in his 1955 plan of work.

(c) Seeding and fertilization.

The Agronomy Committee made plans for a pasture tour of the County which was to have been held in September. The tour was called off because at that time pastures in the County were in critical condition due to the drought.

At our annual Agronomy meeting fertilization, seeding and pasture management were emphasized. The Agent also publicized these things at farm meetings and newspaper articles.

4. Cover Crops

The Agent is of the opinion that Surry County farmers are well educated on the value of cover crops. The value of cover crops has been emphasized at all meetings concerning agronomy in the County for the past several years.

Farmers realize now that a good cover crop provides grazing during the last Fall, Winter, and early Spring when pastures are at their lowest, as well as holding down erosion and providing organic matter for the succeeding crop.

5. Soybeans

Soybeans grown for harvesting has increased a great deal for the past two years and will increase even more for the next year. The reason for this is that Surry County farmers now have allotments on three crops instead of one as they had before. Rather than have the land lay idle, they are substituting soybeans for their peanut, wheat and corn

land. A number of farmers interplant soybeans with their corn, mainly for the livestock that are turned in the field after the corn has been harvested.

6. Small Grain

Small grain has increased in Surry County for the same reason as soybeans and that is allotments.

The principal small grain grown in the County is wheat, but allotments on this has been cut down, as far as acreage is concerned, considerably. A lot of the small grain grown in the County is used as feed for livestock, especially for the past two years, because of the short corn crops.

B. Livestock

1. Swine

(a) Controlling Diseases and Parasites.

Swine production is the principal source of income from livestock for Surry County farmers. Approximately 25,000 to 30,000 are raised annually.

Diseases and parasites are costing Surry County farmers thousands of dollars annually. The Agent stressed the importance of sanitation and parasite control at all meetings of a livestock nature, and also through news articles and contacts with individuals. Most farmers realize that if they are to make maximum profits they must practice proper swine management, including disease and parasite control.

The fact that hog prices have been unusually high this year has caused farmers to take a stock of their situation and have improved tremendously on disease and parasite control.

Whenever possible the Agent recommends that farmers having sick hogs, use the Diagnostic Laboratory to determine what kind of disease he has before administering treatment. It is the Agent's opinion that more farmers are taking advantage of the benefits of the Laboratory.

(b) Proper selection of Breeding Stock.

Farmers realize that the same holds true in swine production as in any other kind of livestock; that his selling stock depends a great deal on the type of gilts, and boars that he uses. The Agent stresses the use of a good type purebred boar and good type gilts and

sows for maximum pig production at all farm meetings pertaining to livestock and by individual contacts.

The Agent feels that the 4-H Pig Chain Program in the County has done a great deal to further the improvement of swine production in Surry County. Farmers have bought boars and gilts from these 4-H boys, helping the boys and at the same time improving their breeding. In many instances farmers have asked me to locate for them a good boar or gilt from some 4-H Club boy.

(c) Swine Feeding and Management.

The way in which a farmer feeds and manages his swine herd determines to a large extent whether or not he remains in the hog business. The Agent urges farmers to grow as much of the feed needed for hogs on the farm as possible, mix his own feed when possible, and by all means maintain a good permanent pasture, preferably ladino.

In contacting farmers I have noticed that the ones carrying out the above practices are realizing the most profits. The Agent has stressed proper feeding at all meetings of a livestock nature, through news articles, news letters, and bulletins, and feels that many farmers realize this and are doing a better job of feeding and management.

2. Beef Cattle

The Agent feels that Surry County farmers having beef cattle are more fortunate than farmers in other sections of the state from the standpoint of dry weather. The reason is that peanut vine hay is plentiful in this County and is excellent feed.

Feeder calves are not as plentiful in Surry County this year as in the past. The Agent feels that this is due to the fact that farmers are skeptical as to the trend in beef prices. The Agent has worked with farmers having beef herds and has passed on to them all information from Extension specialists in regards to management, feeding and parasite control. Particular emphasis has been put on culling out the undesirable animals.

3. Poultry

There are several farmers in Surry County who raise poultry commercially on a large scale. There is one certified poultry flock in the county. The Agent has worked with these poultrymen individually and on occasions has had a specialist help from VPI to advise these poultrymen on better poultry management.

Most all of the farmers in the County have chicken flocks for home use and in most cases the excess birds and culls are sold commercially or put in home freezers. Culling demonstrations have been conducted by the Agent and has urged farmers to clear their flock of non-layers.

4. Dairying

There are only two commercial dairy herds in Surry County and the time spent on these farms have been mostly personal visits in regards to herd replacements and management.

The Agent has worked with one farmer in the County who is planning to go into the dairy business. This farmer has started his dairy barn and the Agent has worked with him on this project closely.

C. Horticulture

(1) Vegetables

The Agent encourages farmers to plant both summer and fall gardens on a large scale. The reason for this is that a large percentage of farmers have home freezers in which vegetables can be store for later use.

(2) Fruits

There are two orchards that can be classified as commercial orchards located in Surry County. The Agent has worked with these orchardists by having specialists from VPI conduct pruning demonstrations. The Agent has worked closely with one of the orchardists who has had trouble with the mite spreading from his orchard to his crop. Specialists have worked out a spray program for this farmer and during the year has been very successful in controlling the insect.

D. Forestry

The Agent is planning a tree killing demonstration in November with the help of the Extension Forester from VPI. A demonstration of this type was held several years ago and was very successful.

At an annual County Fair, here in Surry County, the State Forestry Service had a very attractive forestry display. This display covered all phases of forestry and many favorable comments were made by viewers.

The Surry County Ruritan Club devotes one of it's meetings to forestry. At this meeting a prominent forester gives the club a most interesting talk on practices of sound forestry management.

IV. 4-H CLUB WORK

A. Organization

The Agent feels that accomplishments made in 4-H Club work makes for a better and sounder over-all Extension Program. Parents of 4-H Club children can be of great assistance to the Agent and the Extension Program. In Surry County, the Agent tries to contact the parents of new members and explain to them the meaning of 4-H Club work and ask their cooperation in working with the member on his project.

At the present time there are six organized clubs in Surry County. Four of these clubs are in the grade school and two are in the high school. The Agent finds that by having the children divided into the grades, enrollment has increased and more time can be spent on individual members. Another advantage of having clubs divided into grades is that by having members of about the same age, they tend to take a more active part in the club meetings.

Club meetings are held jointly each month by the Farm and Home Agent. These meetings are scheduled for the same time each month and the meetings are arranged with the principal and teachers at the beginning of each school year.

B. Project Work

There are 46 boys enrolled in 4-H Club work in Surry County. Broken down they are as follows:

1. Livestock - There are 24 projects being carried on some type of livestock, such as fat pigs, breeding pigs, and fat calf.
2. Home Gardens - There are 18 home garden projects being carried in Surry County. This project is carried mostly by urban boys and members in club work for their first year.
3. Crops and Poultry - There are three club boys having a crop as their project and one club member has poultry.

C. Shows and Fairs

The annual Market Hog Show was held in Suffolk this year at the plant of Joel C. Harrell. There were two boys from Surry having fat hogs in this show; boys having fat hogs in the Show receive from 2 to 3 cents over market price for their hogs, as well as prize money. Twelve club boys attended this Show from Surry County. A tour was con-

ducted of the pecking plant, at which time the boys were shown the proper weight to market their hogs, and the best type of hogs to raise for market. The Agent feels that this type of show teaches club members as well as adult farmers, the value of practicing a sound feed and hog management program.

The County Council took the initiative this year in encouraging all club members, both boys and girls, to display some type of exhibit at the annual Surry County Fair. The Council did a very good job on this project.

The Sears Pig Chain Project has been carried on in Surry County for the past several years. The Agent feels that this project has furthered the advancement in better hog production among farmers as much as any one thing. A number of farmers purchase breeding stock from club members and have been well pleased with the animals purchased.

D. Achievements

There were 18 boys from Surry County who attended 4-H Camp Farrar in July. The Agent feels that club members attending 4-H Camp get something out of club work that other club members miss. These boys and girls by mingling with club members from other counties get a better over-all picture of the meaning of club work.

A county-wide picnic was held at Sunken Meadow Beach this year, and was well attended by club members and their parents.

Two boys from the County attended the State 4-H Short Course held in Blacksburg. Since attending, they have encouraged other members to attend in the future, and one of the boys plans to attend VPI after graduation from high school. The Agent is planning to work with this particular boy in getting an agricultural scholarship.

The County 4-H Club Council set up the following goals for Surry County 4-H Clubs for 1954:

1. Make a display during National 4-H Club Week.
2. Work Toward 100% project completion.
3. Encourage members to attend District 4-H Camp.
4. Have at least one adult voluntary leader.
5. Encourage all members to exhibit at the County Fair.

V. COOPERATION WITH AGRICULTURAL STABILIZATION AND CONSERVATION COMMITTEES

The Agent has attended several committee meetings with the ASC in regards to soil conservation practices for Surry County farmers. At a recent meeting, the Agent and other professional workers of the County met with the ASC Committee to help in selecting practices suitable and practical for the farmers in the County.

The Agent attended a meeting in Suffolk, composed of professional workers and District ASC personnel. The purpose of this meeting was to inform professional workers of the practices available to farmers. The professional workers then were to inform farmers of the practices and work with them in selecting practices suitable for their operation.

The Agent met with the professional workers and the ASC Committee in regards to the crop loss caused by the drought. The Committee declared Surry County to be disastrous and feel that farmers in some sections are in need of help.

VI. COOPERATION WITH DISTRICT SOIL CONSERVATION PROGRAM

The Agent has spent considerable time in working with the Surry County Soil Conservation technician and with the Supervisors of the Peanut Soil Conservation District. The Agent has served as secretary of the Peanut District for the past three years, and has attended most of the meetings, held quarterly by supervisors of the District. The Agent has visited farmers in the County with the local technician in regards to pasture land clearing and livestock water holes. The technician has cooperated to the fullest extent in the meetings held by the Agent.

A two day land appreciation school was held in the Spring. The Agent, with the cooperation of the Agent in Prince George County and Soil Conservationists, picked the locations. The first day of the school was for the professional workers of Surry and Prince George Counties. The second day of the school was devoted entirely to farmers, FFA students and 4-H members. The first half of the second day was classroom discussion on the different phases of soil conservation, such as land capabilities, soil structure, types of soil, and the different soil formations. In the afternoon the whole group visited three farms at which time the topics discussed in the classroom were actually shown. The Agent feels that the time spent on this two day school was well worth while.

VII. OTHER MEANS OF REACHING PEOPLE

A. The Agent has reached many farmers by having a Live-stock-Agronomy School the first part of the year, usually in January. This year the Agent had assistance from the Holland Experiment Station and specialist help from VPI. The highlights of the meeting are publicized in the local newspaper for the benefits of all farmers in the County.

B. Surry County had a large number of farmers at the annual Field Day at the Holland Experiment Station this year. Farmers attending the Field Day tour the Station and are shown various plots on fertilization practices, crop rotation, cover crops, corn hybrids, soybean varieties, and improved livestock practices. Although the type of soil in Surry County differs in some respects from that at the Holland Station a large percentage of Surry County farmers follow the Experiment Station's recommendations.

C. The Agent has presented two television programs over station WTAR-TV, Norfolk, Virginia. The first program presented was the "Value of an Automatic Water System on the Farm and in the Farm Home". Charts, and a flannel board were used to show the audience the modern conveniences derived from it.

The second program was on the freezing, the methods of freezing, and the different cuts of meat that you get from beef, hog, lamb and poultry. Charts were also used on this program.

The Agent feels that many people are reached through television programs that would not be reached otherwise, especially urban and city people.

D. The Agent has had full cooperation from the local newspaper and in this way news articles of interest to farmers have been published. The Agent feels that a great many farmers who have not attended meetings, or tours, have benefited a great deal by the fact that the results of these meetings and tours are publicized.

VIII. EVALUATION OF YEAR'S WORK

The Agent feels that farmers are following more practices as recommended by the Extension Service and the Experiment Station than ever before.

Crops as a whole have been short due to the third year of drought.

The Agent sent a survey to farmers in the County as to the damage caused by the drought. Corn was cut approximately 20%, peanuts from 10% to 50%, depending on the locality and the amount of rain. The quality of peanuts seems to be better than last year and farmers are receiving full support and over in cases.

Throughout most of 1954 the hog market has been considerably stronger than in 1953. The Agent feels that the net income farmers have received from hog production has been higher in 1954 than in 1953 not only because of the increase in price, but also that farmers are practicing better sound swine management.

The number of beef cattle has remained about the same for the past year. A number of beef farmers who have been in the beef industry for a few years have suffered considerably this year. Many of these farmers are selling off their culls and feel that by holding on to their best animals, they may, by proper feeding and management, realize some profit.

Taking all things into consideration, the Agent feels that Surry County farmers have had a fairly successful year. Due to labor shortage, farmers are purchasing more labor saving machinery, thereby relieving the labor situation considerably.

The Agent feels that the 1954 year's work has been successful and the trend is that it will be equally as successful in the coming year.