

VIRGINIA

KING WILLIAM NEGRO - HOME DEM. ANNUAL REPORT 1943

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REPORT FILES
EXTENSION WORK

KING WILLIAM COUNTY

NARRATIVE REPORT OF HOME DEMONSTRATION WORK

April 12, 1943 ----- November 30, 1943

Lulu B. Pruitt
Local Home Agent

Dec. 15, 1943

L. G. Jenkins, Dist. Agt.

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III. SCOPE OF WORK

A. Home Demonstration Clubs		
No.	<u>12</u>	Membership <u>221</u>
B. 4-H Clubs		
No.	<u>9</u>	Membership <u>253</u>
C. No. families reached through neighborhood and community leaders		<u>250</u>
F. Estimate total number families reached		<u>265</u>
No. farm families in county		<u>330</u>

IV. ORGANIZATION

A. County Advisory Board

At the beginning of my work in King William County the County Advisory Board which was organized under the direction of Miss Fennie E. Pitt and Miss Montrose Wilson was composed of eighteen men and women, two women and one man chosen from each organized adult community. August 21, 1943 an advisory board meeting was conducted in the King William Training School. Mr. T. B. Patterson, District Agent of Virginia State College, was the principal speaker. The purpose of this meeting was to stimulate the interest of the people in the work of the advisory board and to advise the members concerning the duties. For example, each home demonstration club was asked to contribute money to send delegates to the State Advisory Board meeting, which was held in Greensville County on September 7th and 8th. At the present time there are forty members cooperating with the advisory board in its attempt to formulate plans to raise the standard of living in each respective community in the county.

October 14, 1943 the advisory board conducted a planning

meeting in the King William Training School with an attendance of twenty-eight men and women for the purpose of making plans for the 1944 extension program. In keeping with the war program the advisory board members decides upon the followings:

- 1) Food Production and Preservation
 - a) More and better home gardens
 - b) Canning and storage
 - c) Getting more milk cows on farms
 - d) More and better poultry
- 2) Community Civic Activities
- 3) Home Beautification
 - a) Fixing roads leading to homes
 - b) Seeding and re-seeding lawns to a good and improved lawn grass
 - c) Arranging and re-arranging shrubbery according to state recommendations
 - d) Painting homes

Accomplishments for 1943

The County Advisory Board continued its county wide campaign in sponsoring the "Food For Freedom" program attempting to get each family to grow a year round garden, produce more and better poultry and more and better livestock. The board also sponsored the county wide health program in its attempt to raise the standard of living of the farm families and to stimulate interest in 4-H club work in the county.

V. LEADERSHIP

A. Adult Work

In the adult work there are forty-eight club officers, twelve project leaders and sixty community and neighborhood leaders. Fourteen training meetings were held for all leaders with an attendance of 112 women, men, boys and girls. Because of the rationing program these leaders were trained before

and after club meetings, contacted through mail, and much of the training was done by home visits.

The purpose of these leaders is to place before the people in their respective community information concerning the war program or any other matter that needs attention.

The leaders have played a very important part in getting information to the people in the county. They have carried to them the latest and best information on government regulations. Demonstrations have been given by the leaders in canning, drying, brining and storing vegetables for the winter months. Assistance was given to the people by the leaders in distributing garden information to those families in the community who were not able to attend the meetings and other public gatherings.

Through the assistance of these leaders, more gardens were planted this year, more food canned, preserved, dried and stored. At the end of the year after carrying information to the farm families, the leaders gathered reports on the accomplishments. Many of the families increased the variety of vegetables and the amount as a result of this leadership assistance.

B. 4-H Club Work

The nine adult leaders for 4-H club work have conducted 40 meetings with 54 club officers. There were 513 boys and girls attending these meetings studying the problems of importance and teaching them better farm and home practices. In cases where it was not possible for the leader to be present, a home visit was made to the leader's home to give training and instructions. As with the adults the leaders were trained in canning, drying, storage and record keeping so that they could

give assistance to 4-H club members.

Accomplishments

Because of the help given by the leaders, 4-H club members have done a tremendous job in the production of food for the family and feed for the livestock. The girls helped to can 2853 quarts of fruits and vegetables. With the assistance of their leaders they have collected five and a half tons of scrap metal, rubber, rags and paper. Many of the 4-H boys and girls are now able to milk, feed chickens, care for gardens, and do a large portion of the canning.

VI. RESULTS

A. Home Demonstration Clubs

The home demonstration clubs continued the "Food For Freedom" program and stressed the importance of producing enough food and feed to meet the needs of the farm families and livestock. In keeping with the "Food For Freedom" program as the main objective for the year, victory gardens, canning and storage were given first attention in reaching the goals. The club members made plans for their gardens and included at least six vegetables that would stand through the winter months, such as Norfolk Improved Kale, Siberian Kale, Spinach, Swiss Chard, Late Flat Dutch Cabbage and Collards.

1. Project Work

The production of food was carried on in all parts of the county. Through the training of leaders, circular letters and the newspapers, the necessity for more production of food

at home was brought to the attention of the entire county. Garden letters and leaflets were distributed to all the communities.

There has been a decidedly increase over last year's production. For example, there are 22,506 chickens and hens; 1987 turkeys and guineas; 2343 pigs and hogs; 359 cows; 265 gardens owned by farm families in the county showing an increase over last year's production.

June 8, 1943 dates the beginning of the canning demonstrations given in fifteen communities in the county. These demonstrations were given to women and girls in communities with groups of eight or more in attendance. These products were purchased in some cases, and in other cases they were furnished by the families for whom the demonstrations were given. Before the end of the season, with the assistance of the local leaders all of the communities in the county were reached with demonstrations teaching the improved methods of food preservation. From these demonstrations 50,267 quarts of food were canned.

June 17th and 18th, Mr. J. R. Thomas, Vocational Teacher Trainer of Virginia State College, cooperated with the extension program in assisting the farm families demonstrating to them the methods of storing all types of root crops and vegetables. Fifty-five farm families were reached through these demonstrations. August 20, 1943, Mr. D. A. Tucker, Extension Specialist of Blacksburg, Virginia, gave a storage demonstration in Essex county to the home demonstration agents.

He gave instructions as to the methods of storing root crops and vegetables.

As a result of these demonstrations 4200 bushels of sweet potatoes, white potatoes, turnips, beets, carrots and cabbage were stored.

Since more emphasis has been placed on the drying of vegetables, demonstrations were given to leaders on the use of the dehydrator with an attendance of eighty-five women, men, boys and girls.

Because of the scarcity of cheese to be bought by the people this necessitated farm families to learn how to make cheese at home. The local leaders attended demonstrations in cheese making and as a result ninety pounds of cheese has been made.

Thursday October 28, 1943 a beef was killed in the county and one fourth of it was kept by the family and a demonstration was given to leaders on canning it for home use. The remainder was sold to families in the community. Other demonstrations have been given to leaders on canning meat since it is important that we save all food that we possibly can.

There were discussions in club meetings on food for better health showing that besides producing food, every family should eat a well balanced diet in order to be healthy. Every one is conscious of the fact that there are certain foods needed to prevent certain defects.

Clothing

Remodeling problems were illustrated and garments that had been discarded were reclaimed and made into useful articles for

the members of the family. Instructions were given in the care of clothing to increase their wear. Many of the members gave ideas and suggestions as to the remodeling and some were found to be very good. Due to the fact that there is a shortage of materials the need for conserving is even greater than ever.

In the construction of garments it was found that many of the homemakers had very little knowledge in the use of the pattern, therefore, instructions had to be given first. As a result 143 garments were made and 128 were renovated and remodeled.

3. Story of a Family who has done outstanding work

Mr. C. I. Thurston, of King-William County, who is the head of a family of six, has done a very outstanding piece of work in cooperating with the extension program in its attempt to teach farm families the improved practices of raising food to supply the family needs.

The garden consisted of at least one and a half acres of land. This land was limed and covered with an application of barn yard manure before seeding. Two hundred pounds of 2-12-6 fertilizer was applied at seeding time. The total yield from the garden is as follows:

2 bu. Onions	1 bu. Carrots
32 bu. Sweet Potatoes	1 bu. Beets
18 bu. White Potatoes	25 bu. Tomatoes
25 bu. Greens (Some greens still growing in garden)	1 bu. Lettuce
5 bu. Turnips	6 bu. Lima Beans
10 bu. Cabbage	6 bu. String Beans
15 bu. Corn	5 bu. Green Peas

The potatoes are stored in the attic of the home which provides a very satisfactory storage house for the root crops during the winter months.

Mrs. Thurston is a member of the home demonstration club and attended the canning demonstration which was given in the community in June and as a result of her attending this demonstration she has canned 312 quarts of vegetables and fruits. She also dried a small quantity of corn and lima beans.

The family has on hand two hundred chickens ranging in weight from two and a half to three pounds. The cockerels were sold for broilers and the pullets were kept on hand for layers and the culls from the pullets were used for table use.

This family has two hogs weighing seven hundred pounds which will be killed for family use. There are nine baby pigs which will be sold to farmers in the community.

There are two milk cows that supply sufficient milk and butter for home consumption the year round.

Mr. Thurston killed a beef that weighed six hundred pounds. A fourth of it was canned for home use and the remainder of the beef was sold to families in the community.

C. 4-H Clubs

1. Project Work

Boys and girls between the ages of 10 and 21, enrolled in 4-H clubs, conducted project work in foods and gardening. The training they received gave them the desire to live richer and fuller lives, through improved standards of living.

The main objective of the 4-H clubs was the production of food for home use, in order to eliminate the buying of any products that could be raised at home. Through the food production projects, club members were taught that food is a

fundamental part of the defense program, and that each individual must do his or her part. The boys and girls seem to realize now that it is of vital importance to raise all the food possible since it will help toward winning the war.

Enrolled in gardening were 94 boys and 3 girls; in foods 133 girls and 3 boys. Of this number 88 boys and 123 girls completed.

In working with the 4-H girls and boys on their projects an attempt was made to get them to feel the need of working for the benefit of the entire family.

The seven basic foods were discussed in the 4-H clubs showing the members how important it is to eat certain foods. As a result many of the girls and boys have watched their diet more closely and are able to tell whether they are eating the right foods in order to be healthy and strong.

Although the production of food is essential, the preparation and serving was a part of the program. Discussions were held and in many instances demonstrations were given on the preparation and serving of some vegetables, such as, beet tops, spinach and carrots. There were 65 meals planned and 125 meals served.

The girls and boys plan to do better for 1944 in helping to do their part in winning the war. For the new year some of the projects are: Making Bread, Canning-Drying-Storage, Gardening, Egg Production, Chick Project, Make or Remake Clothing, and Home Laundry. They all intend to keep better record books than before.

During mobilization week club members responded to the cause for enrolling new members and the ones enrolled a-

greed to help in carrying out the plans of the clubs.

2. Health

Health is always a part of club work. Discussions were held in meetings showing the importance of eating plenty of fruits and vegetables, drinking sufficient water, getting eight hours of sleep and exercising daily.

Plans are now being made to sponsor a better health program.

3. Community activities of the club

More interest is shown in work if part of the time is devoted to singing, playing of games and other forms of recreation that the girls and boys enjoy. Certain activities help to develop fair play and leadership. The teaching of more 4-H club songs and games will be carried out in the new year.

4. Outstanding 4-H club

The Manquin 4-H club with an enrollment of 17 girls and 8 boys worked hard toward keeping up a good attendance for the year. They worked faithfully in carrying out projects in foods and gardening with 23 members completing their work. Many of the members worked very hard this summer in helping their parents to produce and conserve all food possible. During mobilisation week a great interest was shown in trying to enroll new members. Nearly all of the girls and boys purchase war stamps and help in the salvage program. This club plans to do an even better job next year.

E. Other Work Done by Home Demonstration Agent

County Home Economics Worker

The home economic worker and agent work very well to-

gether in this "Food Fight For Freedom" program. We go over our program to see that there is no repetition so as to be able to put over to the people as much as possible. There is no conflict between the 4-H and home economics students.

Office of Civilian Defense

The home demonstration and 4-H clubs were kept informed as to the part they have in helping to win the war. They have had information on fire preventions, how to stop food waste and waste fats and other items of importance. The agent tries to keep abreast of all information that will help the people in the program that is now on.

Rationing Board

The agent contacted the rationing board in regards to getting pressure cookers as plans are being made to try to get at least one pressure cooker in each community.

School Lunch

The home demonstration and 4-H clubs have done work in helping to put over a good school lunch program. Suggestions and ideas were given and some were carried out. Demonstrations were given on the packed lunch for there were a few cases where it was not possible, as yet, to carry over a lunch program in the school. The homemakers found that they could prepare a packed lunch that would nourish, look appetizing and taste good. From these demonstrations there has been quite an improvement in the lunches.

Others

Talks have been made in League meetings, Teachers meetings, and other conferences and programs on extension work and the "Food Fight For Freedom"

VII. APPRAISAL OF WORK

The home demonstration program among Negroes in King William County has made a significant contribution to our war effort in the areas of nutrition, food production, food conservation, food preparation and in the conservation of clothing. Outstanding achievements include the new high records in the victory gardens; the canning, storing and drying projects; the cheese making and other food preparation projects as well as the renovation of clothing. The Negro families of this county are becoming increasingly conscious of their needs and of their abilities to help themselves with all their home problems.

As encouraging as conditions are much more needs to be done and much more can be done if more gasoline and more funds can be secured. In other words as home demonstration agent I have overspent my income during the last two months in order not to disappoint groups urgently needing my guidance. This is a serious problem to be met if the good beginnings are to be continued.

The winter season just opening will be crucial in determining the success of gardening and conservation next spring and summer. It is important that we go to the people regularly.

This report however cannot be complete until it is noted that whatever success has been attained has been due in large measure to the splendid stimulation and guidance given by Miss Lissie A. Jenkins, and by the helpful cooperation from Mr. John L. Charity and Mr. T. B. Patterson.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County King William

REPORT OF from Dec. 1, 1942 - Apr 30, 1943

Montrose S. Wilson
Lulu B. Pruitt From May 1, 1943 to Nov 20, 1943
 (Name) Lulu B. Pruitt From Apr 12, 1942 to Apr 30, 1943
 Home Demonstration Agent.
 Assistant Home Demonstration Agent.

From _____ to _____ 194__

4-H Club Agent.
 From _____ to _____ 194__

Assistant County Agent in charge of Club Work.
 From _____ to _____ 194__

Agricultural Agent.
 From _____ to _____ 194__

Assistant Agricultural Agent.



READ SUGGESTIONS, PAGES 2 AND 16

Dec. 15, 1943

L. C. Jenkins, District Agent

Approved:

Date _____ State Extension Director.

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)	12 1/2			XXXXXXXXXX
2. Days devoted to work with adults ³	204			XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ³	96			XXXXXXXXXX
4. Days in office ⁴	99			XXXXXXXXXX
5. Days in field ⁴	198			XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁴	310			310
7. Number of different farms or homes visited	219			219
8. Number of calls relating to extension work	46	(1) Office		46
		(2) Telephone		-
9. Number of news articles or stories published ⁵	-			-
10. Number of bulletins distributed	1437			1437
11. Number of radio talks broadcast or prepared for broadcasting	-			-
12. Training meetings held for local leaders or committeemen	3	(a) Number		3
		Total attendance of:		
		(b) Men leaders	8	8
(2) 4-H Club and older youth	51	(c) Women leaders	51	51
		Total attendance of:		
		(a) Number	1	1
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	14	(b) Leaders	14	14
		Total attendance of:		
		(a) Number	58	58
(2) 4-H Club and older youth	892	(b) Total attendance	892	892
		Total attendance of:		
		(a) Number	67	67
14. Number of adult result demonstrations conducted	933	(b) Total attendance	933	933
		Total attendance of:		
		(a) Number	-	-
15. Meetings held at such result demonstrations	-	(1) Number	-	-
		Total attendance		-
		(a) Number	-	-
16. Tours conducted	-	(b) Total attendance	-	-
		Total attendance of:		
		(a) Number	-	-
(2) 4-H Club and older youth	-	(b) Total attendance	-	-
		Total attendance of:		
		(a) Number	-	-
17. Achievement days held	-	(b) Total attendance	-	-
		Total attendance of:		
		(a) Number	-	-
(2) 4-H Club and older youth	-	(b) Total attendance	-	-
		Total attendance of:		
		(a) Number	-	-

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents ² (c)	County total ³ (d)	
18. Encampments held (report attendance for your county only) ⁴	(1) Farm women	(a) Number	—			—	
		(b) Total members attending	—			—	
		(c) Total others attending	—			—	
	(2) 4-H Club and older youth	(a) Number	—			—	
		(b) Total boys attending	—			—	
		(c) Total girls attending	—			—	
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	16			16	
		(b) Total attendance	552			652	
	(2) 4-H Club and older youth	(a) Number	2			2	
		(b) Total attendance	405			405	
	20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	3			3
			(b) Total attendance	13			13
(2) 4-H Club and older youth		(a) Number	1			1	
		(b) Total attendance	10			10	

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.

² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.

³ Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	330
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	—
23. Number of farms involved in preceding question which were reached this year for the first time	—
24. Number of nonfarm families making changes in practices as a result of the agricultural program	—
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	193
26. Number of farm homes involved in preceding question that were reached this year for the first time	22
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	39
28. Number of other homes involved in preceding question that were reached this year for the first time	34
29. Number of farm homes with 4-H Club members enrolled	178
30. Number of other homes with 4-H Club members enrolled	13
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	183
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	58

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general	(1) Name	(2) No. of members	
(b) Agricultural	(1) Name	(2) No. of members	
(c) Home demonstration	(1) Name <u>County Advisory Board</u>	(2) No. of members	<u>40</u>
(d) 4-H Club	(1) Name <u>4-H Club</u>	(2) No. of members	<u>21</u>
(e) Older youth	(1) Name	(2) No. of members	

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

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

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

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees _____ 17

37. Number of clubs or other groups organized to carry on adult home demonstration work _____ 12

38. Number of members in such clubs or groups _____ 221

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

40. Number of neighborhood and community leaders in the neighborhood-leader system _____ 60 XXXXXX

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

(a) Adult work	(1) Men <u>47</u>	(b) 4-H Club and older youth work	(1) Men _____	(3) Older club boys _____
	(2) Women _____		(2) Women <u>9</u>	(4) Older club girls _____

COOPERATIVE AGRICULTURAL PLANNING

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

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

(a) Unpaid lay members: (1) Men _____ (2) Women _____ (3) Youth _____

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

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

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

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

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			<u>106</u>
(2) 4-H Club agents			
(3) Agricultural agents			<u>6</u>
(4) State extension workers			<u>5</u>
48. Number of planning meetings held	(1) County _____		<u>39</u>
	(2) Community _____		<u>76</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<u>24</u>
50. Days of assistance rendered by voluntary leaders or committeemen			

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

CROP PRODUCTION (other than for family food supply)

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

LIVESTOCK PRODUCTION (other than for family food supply)

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

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

CONSERVATION OF NATURAL RESOURCES

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

Soil Management—Continued

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

Forestry—Continued

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

Wildlife Conservation—Continued

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

* Include nature study.

FARM MANAGEMENT

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

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

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

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year											
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives² assisted in organizing during the year											
87. Number of established cooperatives² assisted during the year											
88. Number of members² in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87)²	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs² participated in or conducted this year											
97. Number of consumer information programs² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs² relating to marketing services and costs of distribution conducted this year											
99. Number of programs² relating to transportation problems conducted this year											
100. Number of programs² relating to the specific use of market information conducted this year											
101. Number of other marketing programs² conducted this year (specify)											

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

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

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

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

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—

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

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity.....

107. Number of families assisted this year in—

- (a) Obtaining electricity.....
- (b) Selection or use of electric lights or home electrical equipment.....
- (c) Using electricity for income-producing purposes.....

Farm Buildings—Continued

108. Number of farmers assisted this year in—

- (a) The construction of farm buildings.....
- (b) Remodeling or repairing farm buildings.....
- (c) Selection or construction of farm-building equipment.....

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—

- (a) The selection of mechanical equipment.....
- (b) Making more efficient use of mechanical equipment.....

110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....

111. Number of gin stands assisted this year in the better ginning of cotton.....

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	57	84	8	
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year	34	34	8	
114. Number of voluntary local leaders or committeemen assisting this year	91	33	2	
115. Number of families assisted this year—				
(a) In improving diets				62
(b) With food preparation				74
(c) In improving food supply by making changes in home food production ¹				66
(1) Of vegetables				148
(2) Of fruits				50
(3) Of meats				143
(4) Of milk				12
(5) Of poultry and eggs				53
(d) With home butchering, meat cutting or curing				1
(e) With butter or cheese making				85
(f) With food-preservation problems ¹				75
(1) Canning				262
(2) Freezing				95
(3) Drying				125
(4) Storing				120
(g) In producing and preserving home food supply according to annual food-supply budget				138
(h) In canning according to a budget				4
(i) With child-feeding problems				140
(j) In the prevention of colds and other common diseases				—
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				—
(l) With first aid or home nursing				—
(m) In removing fire and accident hazards				250
116. Number of schools assisted this year in establishing or maintaining hot school lunches				3
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				—

¹ Sum of the subitems minus duplications due to families' participating in more than one activity.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with clubs, 4-H Club members, and other youth

	Home Management— Family Economics	Clothing and Textiles	Family Relationships—Child Development	Recreation and Community Life
118. Days devoted to line of work by—				
(1) Home demonstration agents	3	37		
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers	4	29		
119. Number of communities in which work was conducted this year	4			
120. Number of voluntary local leaders or committeemen assisting this year	2			

Home Management—Family Economics—Continued

121. Number of families assisted this year—
- (a) With time-management problems
 - (b) With home accounts
 - (c) With financial planning
 - (d) In improving use of credit for family living expenses
 - (e) In developing home industries as a means of supplementing income
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
- (a) Food
 - (b) Clothing
 - (c) Housefurnishings and equipment
 - (d) General household supplies

127. Number of families assisted this year with—
- (a) Clothing-construction problems
 - (b) The selection of clothing and textiles
 - (c) Care, renovation, remodeling of clothing
 - (d) Clothing accounts or budgets
128. Number of families assisted this year—
- (a) With child-development and guidance problems
 - (b) In improving family relationships
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men
131. Number of children in families represented by such individuals

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

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

124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)
125. Number of families assisted this year with "making versus buying" decisions
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living

138. Number of communities assisted this year in providing library facilities
139. Number of school or other community grounds improved this year according to recommendations

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

* The term "the arrangement, equipment, and furnishings, including kitchen improvements and care of the home" is reported under "The home, furnishings and surroundings," p. 10.
 † Families assisting 125, 129 families buying through marketing cooperatives, registered or assisted, statistics 101, p. 8.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn						Acres
139. Other cereals						Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	94	3	86	3	49	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	31	28	31	28	1386	Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine						Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds					XXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity					{	Articles made Articles repaired
162. Farm management					XXXXXXXXXXXX	
163. Food selection and preparation	3	50	2	42	65	Meals planned
164. Food preservation		83		78	125	Meals served
165. Health, home nursing, and first aid					2853	Quarts canned
166. Clothing					XXXXXXXXXXXX	{ Garments made Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement					{	Rooms Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership					XXXXXXXXXXXX	
171. All others					XXXXXXXXXXXX	
172. Total (project enrollment and completion)	97	136	88	123	XXXXXXXXXXXX	
	128	164	119	151		

4-H CLUB MEMBERSHIP:

173. Number of 4-H Clubs. (Same as question 39)	9	
174. Number of different 4-H Club members enrolled	(a) Boys: 97	(b) Girls: 136
175. Number of different 4-H Club members completing	(a) Boys: 88	(b) Girls: 123
176. Number of different 4-H Club members in school	(a) Boys: 78	(b) Girls: 131
177. Number of different 4-H Club members out of school	(a) Boys: 19	(b) Girls: 5
178. Number of different 4-H Club members from farm homes	(a) Boys: 97	(b) Girls: 136
179. Number of different 4-H Club members from nonfarm homes	(a) Boys: 0	(b) Girls: 0

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (c)	Girls (d)
1st year			10 and under		
2d	31	39	11	24	16
3d	31	48	12	19	26
4th	17	35	13	11	21
5th	5	10	14	15	35
6th	2	9	15	12	12
7th	1	4	16	12	9
8th			17	3	17
9th			18	1	4
10th and over			19		2
			20 and over		

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

(a) Judging	(f) Fire and accident prevention	112
(b) Giving demonstrations	(g) Wildlife conservation	
(c) Recreational leadership	(h) Keeping personal accounts	182
(d) Music appreciation	(i) Use of economic information	
(e) Health		

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

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

WORK WITH OLDER RURAL YOUTH

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

186. Membership in such groups: (a) Young men, (b) Young women

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (d)	21-34 years (e)	35 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men						
(2) Young women						

188. Number of meetings of older rural youth extension groups

189. Total attendance at such meetings

190. Number of other older rural youth groups assisted

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

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

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

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

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

MISCELLANEOUS

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

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

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

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

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents	5	10								
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year	17	17								
201. Number of voluntary local leaders or committeemen assisting this year	15	94								
202. Number of meetings participated in this year by extension workers	2	3								

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

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TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

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