

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Nottoway State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Ora J. Latham</u>	<u>Local Home Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>



READ SUGGESTIONS ON PAGE 32

Approved: _____

Date _____

State Extension Director

Form ES-21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

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

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

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

3. Telephone calls may be either incoming or outgoing.

4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to 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.

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.

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 not "found."

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.

8b. For the definition of young men and women's work (YMW) see items 132 through 135.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result-demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

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.

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 together 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.

READ SUGGESTIONS ON PAGE 32

State Extension Director

12-25-37
Revised and Reissued

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits.....Number	696			696
2. Office calls.....do	177			177
3. Telephone calls.....do	170			170
4. News articles or stories prepared Number	3			3
5. Broadcasts made or prepared:				
a. Radio.....do				
b. Television.....do				
6. Bulletins distributed.....do	5787			5787
7. Adult result demonstrations conducted.....Number	15			15
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number	5			5
(2).....Attendance	48			48
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	2			2
(2).....Attendance	30			30
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number	109			109
(2).....Attendance	2372			2372
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	114			114
(2).....Attendance	725			725
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number	47			47
(2).....Attendance	512			512
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	47			47
(2).....Attendance	646			646

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be 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.
15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.

E	E	
1972	1972	
21	21	
2	2	
22	22	
3	3	
32	32	
301	301	
322	322	
411	411	
327	327	
52	52	
312	312	
74	74	
323	323	

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.....

Nottoway County Board of Supervisor

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

from "a".....

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

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Attendance</i>
a. Over-all or general.....	1	49	4	66
b. Agricultural.....				
c. Home demonstration.....	1	15	1	8
d. Young men and women.....				
e. 4-H Club.....	1	84	4	89

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

Item	A		B	
	<i>Number</i>	<i>Attendance</i>	<i>Number</i>	<i>Attendance</i>
a. Community or local meetings.....	10	161		
b. County meetings.....	2	32		

14. Number of fact-finding surveys for program-planning purposes made during the year..... 2

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

Item	Men		Women		Older club	
	A	B	C	D	Boys	Girls
a. In adult agricultural work.....					x x x x	x x x x
b. In adult home demonstration work.....	27	86			x x x x	x x x x
c. In young men and women's work.....					x x x x	x x x x
d. In 4-H Club work.....	27	127	11	16		
e. Total number of DIFFERENT leaders.....	54	130	11	16		

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

17. Number of members in such clubs or groups..... 267

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.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate

will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work.

Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. Additional information is given below.

Days devoted to cooperation with other agencies (Items 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, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21c through 21t.

The sum of subitems "a" through "t" should equal the total reported in item 19.

Line of Work	Subitem	Days Worked	Relative Emphasis
146	a	91	
147	b	2	
148	c		
149	d		
150	e		
151	f		
152	g		
153	h		
154	i		
155	j		
156	k		
157	l		
158	m		
159	n		
160	o		
161	p		
162	q		
163	r		
164	s		
165	t		
166	u		
167	v		
168	w		
169	x		
170	y		
171	z		
172	aa		
173	ab		
174	ac		
175	ad		
176	ae		
177	af		
178	ag		
179	ah		
180	ai		
181	aj		
182	ak		
183	al		
184	am		
185	an		
186	ao		
187	ap		
188	aq		
189	ar		
190	as		
191	at		
192	au		
193	av		
194	aw		
195	ax		
196	ay		
197	az		
198	ba		
199	bb		
200	bc		
201	bd		
202	be		
203	bf		
204	bg		
205	bh		
206	bi		
207	bj		
208	bk		
209	bl		
210	bm		
211	bn		
212	bo		
213	bp		
214	bq		
215	br		
216	bs		
217	bt		
218	bu		
219	bv		
220	bw		
221	bx		
222	by		
223	bz		
224	ca		
225	cb		
226	cc		
227	cd		
228	ce		
229	cf		
230	cg		
231	ch		
232	ci		
233	cj		
234	ck		
235	cl		
236	cm		
237	cn		
238	co		
239	cp		
240	cq		
241	cr		
242	cs		
243	ct		
244	cu		
245	cv		
246	cw		
247	cx		
248	cy		
249	cz		
250	da		
251	db		
252	dc		
253	dd		
254	de		
255	df		
256	dg		
257	dh		
258	di		
259	dj		
260	dk		
261	dl		
262	dm		
263	dn		
264	do		
265	dp		
266	dq		
267	dr		
268	ds		
269	dt		
270	du		
271	dv		
272	dw		
273	dx		
274	dy		
275	dz		
276	ea		
277	eb		
278	ec		
279	ed		
280	ee		
281	ef		
282	eg		
283	eh		
284	ei		
285	ej		
286	ek		
287	el		
288	em		
289	en		
290	eo		
291	ep		
292	eq		
293	er		
294	es		
295	et		
296	eu		
297	ev		
298	ew		
299	ex		
300	ey		
301	ez		
302	fa		
303	fb		
304	fc		
305	fd		
306	fe		
307	ff		
308	fg		
309	fh		
310	fi		
311	fj		
312	fk		
313	fl		
314	fm		
315	fn		
316	fo		
317	fp		
318	fq		
319	fr		
320	fs		
321	ft		
322	fu		
323	fv		
324	fw		
325	fx		
326	fy		
327	fz		
328	ga		
329	gb		
330	gc		
331	gd		
332	ge		
333	gf		
334	gg		
335	gh		
336	gi		
337	gj		
338	gk		
339	gl		
340	gm		
341	gn		
342	go		
343	gp		
344	gq		
345	gr		
346	gs		
347	gt		
348	gu		
349	gv		
350	gw		
351	gx		
352	gy		
353	gz		
354	ha		
355	hb		
356	hc		
357	hd		
358	he		
359	hf		
360	hg		
361	hh		
362	hi		
363	hj		
364	hk		
365	hl		
366	hm		
367	hn		
368	ho		
369	hp		
370	hq		
371	hr		
372	hs		
373	ht		
374	hu		
375	hv		
376	hw		
377	hx		
378	hy		
379	hz		
380	ia		
381	ib		
382	ic		
383	id		
384	ie		
385	if		
386	ig		
387	ih		
388	ii		
389	ij		
390	ik		
391	il		
392	im		
393	in		
394	io		
395	ip		
396	iq		
397	ir		
398	is		
399	it		
400	iu		
401	iv		
402	iw		
403	ix		
404	iy		
405	iz		
406	ja		
407	jb		
408	jc		
409	jd		
410	je		
411	jf		
412	jj		
413	jh		
414	ji		
415	jj		
416	jk		
417	jl		
418	jm		
419	jn		
420	jo		
421	jp		
422	jq		
423	jr		
424	js		
425	jt		
426	ju		
427	jv		
428	jw		
429	jx		
430	jy		
431	jz		
432	ka		
433	kb		
434	kc		
435	kd		
436	ke		
437	kf		
438	kg		
439	kh		
440	ki		
441	kj		
442	kk		
443	kl		
444	km		
445	kn		
446	ko		
447	kp		
448	kq		
449	kr		
450	ks		
451	kt		
452	ku		
453	kv		
454	kx		
455	ky		
456	kz		
457	la		
458	lb		
459	lc		
460	ld		
461	le		
462	lf		
463	lg		
464	lh		
465	li		
466	lj		
467	lk		
468	ll		
469	lm		
470	ln		
471	lo		
472	lp		
473	lq		
474	lr		
475	ls		
476	lt		
477	lu		
478	lv		
479	lw		
480	lx		
481	ly		
482	lz		
483	ma		
484	mb		
485	mc		
486	md		
487	me		
488	mf		
489	mg		
490	mh		

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
19. Total days worked.....	277			277
20. Days devoted to—				
a. Adult work.....	137			137
b. YMW work.....	4			4
c. 4-H Club work.....	136			136
21. Days devoted to—				
a. Extension organization and program planning.....	31			31
b. In-service training of agents.....	9			9
c. Crops.....				
d. Livestock.....	2			2
e. Marketing; distribution; and service organizations.....				
f. Soil and water conservation and management.....				
g. Forestry.....				
h. Wildlife.....				
i. Planning and management of the farm business.....				
j. Farm buildings and farm me- chanical equipment.....				
k. House and surroundings, furni- shings and equipment.....	52			52
l. Home management.....	18			18
m. Family economics.....	7			7
n. Clothing.....	23			23
o. Foods and nutrition.....	78			78
p. Health.....	15			15
q. Family life, child development, parent education.....	20			20
r. Safety.....				
s. Community development and public affairs.....	15			15
t. Days that cannot be charged specifically to one of items a through s.....	7			7

CROPS—Production and Marketing—Interpretation

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

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

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

- (4) All other available evidence indicating the proportion of potential clientele; for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
- 25. Item should include—
 - a. The total number of persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "g"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
 - c. 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 42i.
 - e. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.
- 26. Item should include—
 - a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26b, c, or d.
 - b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - c. The use of market reports, supply and demand reports, outlook, etc.
 - d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

LIVESTOCK—Production and Marketing—Interpretation

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

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.
27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.
 28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
 29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—
 - (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

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

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

30. Item refers to—

- a. The number of persons helped with any livestock production or management practice. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- f. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.

31. Item should include—

- a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- c. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- d. Persons assisted primarily with those activities involved in arrangements incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, youth, 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		10				
28. Total number of persons contacted individually or through meetings.....		60				
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices		40				
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management		36				
Specific production and management practices incident to—						
b. Selection and breeding.....		10				
c. Feeding.....		35				
d. Controlling external parasites		5				
e. Controlling diseases and internal parasites		5				
f. Efficient work methods.....		10				
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing		10				
Specific marketing practices incident to—						
b. Preparation for market.....		10				
c. Commodity outlook and market information		10				
d. Arranging to sell and selling.....		10				

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—
- h. 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.
34. 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 ginner 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 (item 55a), home equipment (item 61a), and clothing (item 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS 1724-1808

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

Kind of cooperative	Cooperatives	Members	Cooperatives given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing.....						
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	Members
	A	B
	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing.....		
b. Farm and home service.....		

Number

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

a. Marketing.....	
b. Service facilities.....	
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	
b. Home products (arts, crafts, etc.).....	
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	
b. Hay and other forage crops.....	
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	
d. Tobacco.....	
e. Oil crops (soybeans, flax, peanuts, etc.).....	
f. Sugar crops.....	
g. Dairy and dairy products.....	
h. Poultry and poultry products.....	
i. Meat animals and meat products.....	
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	
37. Food retailers assisted with merchandising problems.....	
38. Persons assisted with CONSUMER information on agricultural products..... <i>estimated total</i>	

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.

12. Item—

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

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

in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....			
40. Total number of personal contacts made individually or through meetings.....			
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....			
42. Farmers and other individuals reported in item 41-A assisted with—			<i>Estimated number</i>
a. Proper land use.....			
b. Contour and strip cropping.....			
c. Terracing.....			
d. Gassing waterways.....			
e. Water supply, storage, and distribution.....			
f. Drainage.....			
g. Irrigation.....			
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			
i. Use of fertilizers (commercial and barnyard).....			
j. Production of soil-improvement crops.....			
k. Crop rotations.....			
l. Land clearing.....			
43. Farmers and other individuals reported in item 41-B assisted with—			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			
d. Estimating and appraising.....			
e. Production of maple-sirup products or naval stores.....			
f. Treating wood products with preservatives (fence posts and building timbers).....			
g. Marketing of forest products (includes markets and timber-selling practices).....			
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—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48c refers to long-time adjustments, 48d 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 item 66d.)
- j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

- | | |
|--|-------|
| 45. Number of voluntary local leaders assisting | |
| 46. Total number of persons contacted individually or through meetings | |
| 47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices | |
| 48. Estimated number of farmers and other individuals reported in item 47 assisted with— | |
| a. Information on the agricultural outlook | |
| b. Keeping and analyzing farm records | |
| c. Developing an over-all farm plan | |
| d. Making needed adjustments in farm organization | |
| e. Developing supplemental sources of income | |
| f. Obtaining and using credit | |
| g. Selecting a farm for rental or purchase | |
| h. Obtaining, training, and using farm labor | |
| i. Legal aspects of the farm business | |
| j. Income-tax accounting and related problems | |
| 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

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 connected 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 persons contacted individually or through meetings		
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices		
		<i>Estimated number</i>
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		
b. Construction of farm buildings		
c. Remodeling or repairing farm buildings		
d. Selection or construction of farm-building equipment		
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		
b. Developing labor-saving devices and equipment		
c. Use, care, and repair of farm mechanical equipment		
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		

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

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

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.
57. This item relates to the voluntary local leaders or committeemen who have actively engaged in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.
58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
 - (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
 - (4) All other available evidence 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—

- 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 item 67d.
- d. 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.

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.)
- e. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in item 67b.)

66. Includes work done—

- b. On that portion of 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. Item 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of 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.
- e. 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	Family economics	Clothing
	A	B	C
62. Number of voluntary local leaders.....	16	10	24
63. Total number of persons contacted individually or through meetings.....	175	185	120
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	150	150	110
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			120
b. In improving housekeeping methods.....			114
c. With family laundering.....			15
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			150
b. With family financial planning.....			10
c. With keeping and analyzing home records.....			5
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			75
b. With care and mending of clothing.....			105
c. With clothing construction.....			75
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			75
e. With good grooming and poeure (personal appearance).....			50

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

- 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	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting	34	15	12	
69. Total number of persons contacted individually or through meetings	370	152	254	
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices	250	125	195	
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply				160
b. In selecting food				145
c. With meal planning and food preparation				145
d. With preservation and storage of food				120
e. In improving diets				160
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities				75
b. First aid and home nursing				120
c. Dental-health education				
d. Health education leading to physical examination by a physician				120
73. Families reported in item 70-C assisted with—				
a. Child development and guidance				50
b. Providing recommended play, clothing, and equipment suited to age of children				
c. Understanding roles of family members and strengthening family relationships				130
d. Individual adjustments and personality development				75
e. Home and family recreation				184
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				
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 businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.

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

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

D. In addition to local leaders, includes all 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—
a. Studies and surveys.

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

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

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

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

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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.....	5	5	5	121
76. Developing and improving county or community organization.....				
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	2	6	14	252
b. Improving health facilities, services, and programs.....				
c. Improving schools.....				
d. Improving churches.....	10	10	15	272
e. Bettering town-country relations.....				
f. Libraries.....				
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....	1	1	12	95
k. Community beautification.....				
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 units involved for completed projects only.

The following items include projects in—

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

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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	
	<i>Number</i>	<i>Number</i>	<i>Number</i>	
82. Corn.....				acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetables growing.....	151	102	83	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).....	4	0	720	birds
97. Dairy cattle.....				animals
98. Beef cattle.....				do.
99. Sheep.....				do.
100. Swine.....				do.
101. Rabbits.....	2	1	34	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....	18	10	36	articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXX	
110. Beautification of home grounds.....	98	75	XXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	45	33	160 275	dishes prepared meals served
112. Canning and preserving (other than freezing).....	181	136	2363	quarts
113. Freezing of foods.....	1	1	75	quarts frozen
114. Health, nursing, first aid.....			XX 120	pounds frozen
115. Child care.....			XXXXXXXXXXXX	
116. Clothing.....	162	104	204	articles
117. Home management.....			XX 261	garments
118. Home furnishings and room improvement.....				articles
119. Home industries, arts, crafts.....				rooms
120. Junior leadership.....			XXXXXXXXXXXX	articles
121. All other.....			XXXXXXXXXXXX	
122. Total.....	662	462	XXXXXXXXXXXX	

4-H CLUB MEMBERSHIP—Interpretation

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.

124. 4-H Club members—

- a. Enrolled are those boys and girls who actually start the work outlined for the year.
- b. Completing are those boys and girls who satisfactorily finish the work outlined for the year.

125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.

- a. Bureau of the Census definition of a farm as used in the 1950 Census is:

In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.

b. Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.

c. Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.

127. Age of club members at time of enrollment is to be used as basis for reporting.

128. Report only club members who received DEFINITE training in projects included in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.

- e. Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about saving; becoming familiar with life insurance; and in other ways to save.

123	Number of different 4-H Clubs in the county	0	4
124	4-H Club members—		
124a	Enrolled	1	5
124b	Completing	21	21
125	Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.		
125a	Bureau of the Census definition of a farm as used in the 1950 Census is:		
125a1	In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949.		
125a2	Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.		
127	Age of club members at time of enrollment is to be used as basis for reporting.		
128	Report only club members who received DEFINITE training in projects included in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.		
128e	Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about saving; becoming familiar with life insurance; and in other ways to save.		

4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS		16
124. Different 4-H Club members—	Boys	Girls
a. Enrolled	181	252
b. Completing	141	230
125. 4-H Club members from—		
a. Farm homes	146	205
b. Rural nonfarm homes	35	47
c. Urban homes		
126. 4-H Club members enrolled by years in club work:		
a. 1st year	20	30
b. 2d year	50	56
c. 3d year	7	10
d. 4th year	40	50
e. 5th year	16	31
f. 6th year and over	48	85
127. 4-H Club members enrolled by ages:		
a. 10 years and under	2	9
b. 11 years	18	22
c. 12 years	17	18
d. 13 years	29	18
e. 14 years	28	29
f. 15 years	18	32
g. 16 years	19	28
h. 17-20 years, inclusive	50	96
128. 4-H Club members who received definite training in—	Boys and Girls	
a. Judging		75
b. Giving demonstrations		20
c. Group recreation leadership		34
d. Music appreciation		
e. Money management (thrift)		46
f. Farm and home safety		
g. Citizenship		12
h. Personality improvement		47
i. Soil and water conservation		
j. Forestry		
k. Health, nursing, first aid		75
129. 4-H Club members having health examination because of participation in the extension program		0
130. Number of members participating in a 4-H Club camp		0
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs		8

MISCELLANEOUS—*Interpretation*

The following items should include work done—

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

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	
137. FAMILIES assisted with control of household insects.....	75
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	
139. FARMERS and other individuals assisted with control of noxious weeds.....	
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	57

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....			
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	245	61	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	245	61	

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 invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the exten-

sion agent holds several meetings in the county where he and PMA 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 and 169. Lines are left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

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

PREPARING YOUR ANNUAL REPORT (1939-1940)

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 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.

ANNUAL REPORT

County Extension Work

1953



Agent Ora J. Latham

Nettaway **COUNTY**

Asst. Agent

ANNUAL REPORT
FOR
1953

Mrs. O.J. Latham

County of Nottoway

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THE COUNTY SITUATION

There are 507 Negro farm operators in Nottoway County with 361 farm homes. During the past year there were 86 project leaders and 27 junior leaders in the county. At the beginning of the year there were 12 home demonstration and community clubs.

Most of the rural families earn their living by farming with tobacco as their main crop. Other sources of income include mills, transportation, work at Camp Pickett, laundry and dry cleaning. These jobs help some of the farm families to have more income to help make home improvements; however, the increased number of job opportunities have caused the attendance in several H.D. Clubs to decrease.

Although Nottoway County is outstanding with railroads and the Greyhound bus runs on the two main highways there is still a problem of transportation in many sections of the county which cause a problem for the people to get to and from the meetings.

There is a great need for improvement in the social and recreational activities in the county. There are 26 churches in the county which provide sufficient religious emphasis and during the year some effort was

made by less than half of the churches to provide some recreation for the youth. There are ten elementary schools in the county and one consolidated high school. Two of the elementary schools in the county are consolidated. Having to ride the bus for a good distance many children are very late getting home after school, therefore, several 4-H clubs meet at night and on Saturdays, since 4-H clubs are not allowed to meet in the schools in Nottoway County.

Because the average family consists of 5 to 7 members, and with a limited income it is often extremely difficult to meet the daily needs of the family. The income is usually spent for food, housing, clothing and a few other articles which help to make life more comfortable.

There were many families raising gardens this year, however, the drought caused the yield to decrease which in turn caused the amount of home canned vegetables to decrease. Many families do not raise sufficient meat which caused them to have to buy meat. There is also need for the housewife to learn how to prepare more attractive and tasty meals.

With a continued need for farm families to improve their living conditions in the county work was carried

in home improvement, gardening, clothing, nutrition and recreation.

CONTRIBUTIONS OF THE 1953 PROGRAM TO BETTER FAMILY LIVING

The 1953 program was set up with "reaching more people" and "improving housing" as two main county-wide goals. It was expected to improve the health needs and general family living conditions of the people in Nottoway County; and to help the farm people recognize and work out their own problems.

To prove the advantages of cooperating and working together to reach more people and to make the communities more attractive each Home Demonstration Club selected a community project to work on in 1953. The projects selected by the clubs included "Church Yard Beautification", "Reupholstering Furniture in Church Pulpits", "Cleaning Church & Church Yards" and "Presenting gifts to churches such as Bible Markers and Vitafare for the Windows."

The Nottoway H.D. Club completed an outstanding job with their community project. This group reupholstered the pulpit furniture at Mt. Nebo Baptist Church. This project proved very beneficial, and as a result the furniture was made very attractive

and comfortable. This project caused the interest of H.D. work among the members of that church to increase.

Another outstanding project was selected by the Union H.D. Club. Their project is to landscape the church yard. This is a long time project which will be completed in two or three years. The group had Dr. William Watson, landscaping specialist of Virginia State College, Petersburg, Virginia, to help draw up the plans for the work. The club is now in the process of raising money to take care of the expenses of the project.

The 1953 program contributed toward better housing through improving general family living conditions and health needs of the people. Since "better housing", which is a long time goal, is considered one of the special problems for the county the importance of improving the homes by making them more comfortable and attractive was discussed by all H.D. Clubs.

The objectives for reaching our goals are to create a desire for more attractive homes by rural people, to influence the farmers and homemakers to use what they have on hand, and to create better homes for better living.

-5-

Results reported for 1953 in comparison to 1952

show that:

<u>1953</u>	<u>1952</u>	
20	15	New homes built
16	14	Homes painted
12	12	Homes covered with asbestos siding
135	125	Window, steps, porches, doors repaired
20	35	Homes installed screens
20	50	Homes wired
104	89	Kitchens improved
14	14	Running water systems installed
214	190	Homes improved inside
120	75	Yards improved
11	6	Homes remodeled

There is still a great need for more improvement in the homes and communities.

ADULT PROJECT WORK

Food and Nutrition

Many families in the county do not raise and store enough food for year round use which causes them to have to buy food at some time during the year. The housewife wanted to learn how to prepare and serve well balanced more attractive and tasty meals.

Therefore this project was selected to:

- a. Promote better nutrition
- b. Develop skills in planning & preparation
- c. Help families plan for and provide the food needed for good nutrition
- d. Create a desire for well balanced, attractive meals

To reach these objectives work was planned in wise food buying - by a plan; meat stretchers, home-made mixes and one dish meals.

The leaders were trained through method demonstrations and discussions for this project. Three leader trainings were held. Training was given to club members through method demonstrations by the agent and leaders. Written material was passed out to leaders and club members. Material was also given to members to pass on to non-club members in order to interest more women in the H.D. Program. The leaders in 5 clubs did outstanding work in giving demonstrations and leading discussions in the regular meetings.

176 homemakers received definite training on how to make a family food plan. 24 demonstrations were given by the agent and the leaders in the monthly meetings on meat stretches and the master mix. Reports were made by all club members on "My two favorite meat

stretcher Recipes."

131 ladies reported that they had tried out two or more meat stretcher recipes. They reported that the dishes made a hit with the family as all were pleased with the dishes prepared and many reported that they had told friends about them. As a result over 200 families received benefits from these projects.

Home Improvement

There is still a great need for farm families to improve their living conditions in the county. With this in mind the following objectives were set up for the home improvement project:

1. To create a desire for more attractive rural homes for better living
2. To learn to select and buy furniture wisely
3. To influence the homemaker to use what they have to the best advantage

Work was planned and carried out in arranging cut flowers, selecting bedroom linens, planning bedroom color schemes, and choosing bedroom furniture.

Through method demonstrations, result demonstrations written material, exhibits and discussions, training was given H.D. members and leaders. The leaders assisted with the demonstrations.

One hundred and ninty six women were assisted with this phase of home improvement. Reports of these efforts showed the following results:

- 96 Bedroom color schemes were planned
- 15 Families purchased floor covering
- 51 Bedrooms were painted
- 46 Bedroom were papered
- 150 Made improvement in color schemes
- 12 Purchased bedroom furniture
- 45 Purchased bedroom linens
- 121 Learned how to arrange cut flowers

Family Hobbies and Recreation

The objectives set up for this project were:

- a. To develop desirable social relationships and cultural values
- b. To encourage the people to plan for leisure and to appreciate the value of recreation
- c. To provide favorable recreation for children
- d. To develop appreciation for the beauty of rural life

These objectives were reached through method demonstrations, trips and picnics and role playing.

After leaders were trained they assisted with demonstrations and discussions.

154 families received benefits from the work done in family hobbies and recreation.

Poultry Flock Improvement

As a means of supplementing the family diet and increasing the family income this project was continued. Plans were made and work was carried out by the poultry result demonstrators.

Mr. A.L. Dean, Extension Poultry Husbandman of Blacksburg, Virginia, scored the poultry flock of the demonstrators on November 4. Information was given by Mr. Dean to help the demonstrators solve any problems concerning the flock, housing, equipment and feeding habits.

The highest score which was 96 was made by Mrs. Alice Doswell who is a demonstrator in Prospect Community. Since Mrs. Doswell became a demonstrator she has shown much interest and enthusiasm in the project. Mrs. Doswell started as a poultry demonstrator in 1951 with a score of 64. At this time Mr. A.L. Dean talked to Mr. and Mrs. Doswell, giving them the recommendations set up by the Extension Service. By Mr. and Mrs. Doswell working together they have been able to accomplish most of the objectives set up for this project and receive the highest score

34
72

for Nettoway County.

Water Systems

In cooperation with the State Educational Program on Pressure Water Systems, much effort has been put forth to aid in the program. Ten or more meetings were held with the vocational agricultural and home economic department at Luther H. Foster High School and the Home Agent cooperating in conducting the project. At these meetings a county-wide chairman and secretary were elected and educational information was passed on to the committee members, which is composed of twenty-five persons from all districts in the county.

On March 31, 1953, a meeting was held with 30 people present. The purpose of this meeting was mainly to train the committee members to do a more effective job of informing their neighbors and giving them adequate information on Running Water Systems. The program included a movie "Running Water on the Train," a talk on "County Health Regulations" by the county Sanitation Officer and figures from several hardware stores in this section on "Cost of installing Running Water in the Home." The chairman of this group is Mr. J.J. Christopher of Flat Creek;

Mrs. Catherine Wright is secretary. Reports showed that this information reached more than 175 families. 14 running water systems have been installed as a result of these efforts.

Community Project

To prove the advantages of cooperating and working together, to reach more people and to make the communities more attractive each H.D. club selected a community project to work on in 1953. The projects selected by the clubs included church yard beautification, reupholstering furniture in church pulpit, cleaning church and church yard and presenting gifts to churches.

The Nottoway H.D. Club completed an outstanding phase of their community project work. One phase of their community project was to reupholster the pulpit furniture at Mt. Nebo Baptist Church. The women spent 4 mornings working to reach this accomplishment.

This proved beneficial in several ways:

1. It improved the appearance of the church and made the seats more comfortable
2. It refreshed the ladies on their methods of reupholstering furniture and encouraged them to work on their own furniture at home. It was very effective in building a better relationship between the club and the church.

At the request of the Union H.D. Club, Dr. William Watson of Virginia State College met with the group on March 19, 1953 to help make plans for a complete landscaping job at Union Baptist Church.

After drawing up the landscaping plans Dr. Watson made an outline of work for the group to follow in doing the work step by step.

1. Grading and leveling off the land
2. Complete parking area with entrance and outlet.
3. Fix walk and plant poles around border of grass area.
4. Enrichen soil and plant grass and shrubbery.

Dr. Watson also recommended the varieties of grass seed and shrubbery to use.

The Union H.D. Club choose this project because they felt the need for improving and beautifying the church yard, through this project they are hoping to contribute a great deal to the community in trying to foster the highest ideals in church life; and to reach out in service to the community. Four other community projects were completed.

Live-at-Home Work

The Live-at-Home Work was continued in Prospect

community for the second year because of the need for more community improvements. There are 22 families cooperating with this program. Twenty-one are farm owners and one a tenant. In the past year much progress has been made. Through discussions, demonstrations and written material the families were able to make some improvements. The following report was made:

- 2 Home freezers purchased
- 3 Television sets purchased
- 1 Living room suit reupholstered
- 2 Bathrooms and running water installed which makes a total of 4
- 3 families installed running water in kitchen
- 2 more families raised stock feed
- 5 " " " vegetable gardens
- 3 " " " poultry flocks
- 2 " " " hogs
- 3 " " " cows

DISTRICT HOME DEMONSTRATION COMMITTEE

The District Home Demonstration Committee met in Charlotte C.H., Virginia, May 5, 1953, with 4 delegates from Nottoway County attending. Those

attending were: Mrs. Fannie Carter, Mt. Zion, Mrs. Mamie Harris, Prospect; Mrs. Mary Person, Snead Spring; and Mrs. L.A. Knight, Nottoway.

Mrs. L.A. Knight who is president of the committee presided over the meeting. She will hold this office for one more year.

The County Committee selected "Better Housing" as its goal for another year. The objectives are:

1. To stimulate greater interest in the love of rural homes, by making them more comfortable and more attractive.
2. To help to raise the rural housing rating in Nottoway County.
3. To increase pride in the community by increasing pride in each home in the neighborhood.
4. To develop an enduring interest in the better things in rural living.

A report on the results of work done along this line was made at the district meeting. The report was as follows:

- 20 new homes built
- 16 homes painted
- 12 homes covered with asbestos siding
- 135 windows, steps, porches, and doors
- 20 homes installed screens

20 homes wired
104 kitchens improved
14 Running Water Systems installed
214 Homes improved inside
120 yards improved
11 homes remodeled

NATIONAL HOME DEMONSTRATION WEEK

A county-wide tea was held on May 8, 1953, at Bethesda Presbyterian Church in Nottoway, Virginia, with 200 men, women and children present. The program consisted of a brief "History of Extension Work" by Mrs. L.A. White, Chairman of Program Committee; "The Meaning of National Home Demonstration Week" by Mrs. L.A. Knight, President, District II Committee; and "Today's Home Builds Tomorrows World by Mrs. D.G. Morse, Home Agent, Mecklenburg County. The refreshments were furnished, prepared and served by the Home Demonstration Club members.

ANNUAL COUNTY FARMERS CONFERENCE

The Annual County Farmers Conference was held Tuesday, March 24, 1953, at Mt. Zion Baptist Church,

Burkeville, Virginia. 150 farmers, homemakers, and leaders were present to receive information on "Poultry Production" by Mr. I. C. Peoples, Virginia State College; Better Nutrition by Miss L.E. Pruitt, Home Agent, Henrico County; and "Year-round Gardens" by Mr. J.S. Higgenbotham, Horticulturist, Hampton Institute.

Information was given to assist farmers and homemakers with solving their problems, to develop better leadership and to create interest in Extension Activities.

ACHIEVEMENT DAY

The Annual Achievement Day Program was held at the Dillard Street USO in Blackstone, Virginia with approximately 125 adults attending. Seven Home Demonstration Clubs set up educational exhibits as part of the celebration. The exhibits were judged on amount and quality of work, originality, neatness and educational value. Home Demonstration Clubs who won prizes were: Nottoway-first; Prospect-second; Union-third. On program also were: "Feed Bag Dress Parade" which was won by Mrs. Grace Watson of Piney Green; report of adult work by Mrs. L.A. Knight, Nottoway; report of 4-H work by Ruth Carter,

Burkeville 4-H member and secretary of Jr. Council; and movie "Fun, Fur & Profit." Ten H.D. Clubs were present at the program.

STATE FARMERS CONFERENCE

Forty-one farmers and homemakers attended the State Farmers Conference at Virginia State College on 10 April 1953.

STATE ADVISORY BOARD MEETING

Mrs. Lorene Gill, of Union Community and the agent attended the State Advisory Board meeting in Prince George County; September 9, 10, 1953.

4-H CLUB PROJECT WORK

Food Preparation

Because of the need to teach the principals of better nutrition and the need for more skill in planning and preparing meals this project was selected.

The program was set up to include: Planning a family meal, how to measure accurately, preparing fruit for breakfast, setting the table and table service, and preparing and serving a dinner.

Through method demonstrations by members, leaders and the agent the group received training for their project work. Other methods used were written material, and discussions by the members and the agent, 45 members enrolled in this project and 33 completed the project.

Clothing

To improve the family clothing situation. Since the price of clothing is so high it is important that the rural families do all in their power to cut down on the clothing bill.

Demonstrations were given by the agent and the leaders in monthly meetings. 162 members enrolled in this project and 104 completed the projects. The members made 465 articles of clothing.

FOOD PRESERVATION AND PRODUCTION

The objective as set up included:

- a. To encourage well balanced meals
- b. To teach principles of better nutrition
- c. To cut down on cost of food
- d. To develop an appreciation of the responsibility of farm and community life.

The groups received training from leaders and the agent through demonstrations, circular letters,

written material, tours, exhibits, home visits and meetings. These efforts helped many to grow and can more vegetables, however, due to the drought the gardens did not yield as well as they did last year therefore less food was canned. 4-H reports show that 1,251 bu. of vegetables were grown, and 2,363 qts of fruits and vegetables were canned by 4-H members.

Yard Beautification

There were 98 members enrolled in home grounds beautification with 75 completing. The members cleaned woodpiles, rubbish in the yards, planted flowers and laid off walks and driveways. Some tin cans were painted and used for flower pots. The leaders assisted 4-H members with this project. As a result of this project 75 yards were improved.

4-H ACTIVITIES

Record Book Contest

The Junior Council sponsored a record book contest for the third year. The aim of this contest is to improve 4-H club work, to create an interest for better record keeping, and to encourage all members to complete their records.

The leaders checked the members record books

monthly, and the agent checked 3 times during the year. As a result of these efforts 371 members passed in their records. Prizes for the best 3 books were given during the Achievement Day Program, first prize went to Helen Christopher; second to Earl Christopher and third prize went to Taylor Walker.

Rural Life Sunday

Rural Life Sunday was observed by nine 4-H clubs in the county. The activities included decorating the church with flowers, special programs, members singing on choirs, serving as ushers, singing solos at church service and leading devotions prior to regular church service. The clubs participating were: Morning Star, Burkeville, Flat Creek, Union, Prospect, Fergusonville, Jerusalem, Jennings Ordinary and Blackstone.

State 4-H Short Course

Six 4-H members attended the State 4-H Short Course at Virginia State College, Petersburg, Virginia in June 1953. Interesting reports were made by these delegates when they returned.

Wild Life Conference

Two 4-H members and 2 leaders attended the State Wild Life Conference at Virginia State College in

Petersburg, Virginia in August 1953.

Achievement Day

Eight 4-H Clubs observed Achievement Day on October 17, 1953 at Dillard Street USO in Blackstone, Virginia. Seven 4-H Clubs set up exhibits. Lynell Carter, President of Jr. Council, presided; Miss Ruth Carter, secretary, Jr. Council gave the county-wide report on 4-H club work. All members took part in reciting the 4-H Pledge. Exhibit prizes were won as follows: Jerusalem-first; Jennings Ordinary-second; Nottoway and Flat Creek-third. Awards and recognitions were given to all 4-H Club members and all 4-H leaders; the most outstanding 4-H Clubs; and the most outstanding 4-H club members in the county.

NATIONAL 4-H CLUB WEEK

National 4-H Club Week was celebrated in Nottoway County by nine 4-H clubs. The parents were invited to the regular club meetings and recognition was given to leaders.

Flat Creek 4-H Club celebrated with a special program. During this program Elaine Christopher was presented an award for outstanding work in food

preparation.

Awards were also made in other clubs. They went to Jesse Bryon, Burkeville, garden project medal; Alphonsa Downes, Jennings Ordinary, electric project, Celia Wright, Nottoway, dress revue; and Shirley Fowlkes, Blackstone, Food Preservation.

4-H Council Trip

Eighty-eight 4-H members and leaders, representing 10 4-H clubs in the county to an educational trip to Washington, D.C., on July 26, 1953. The trip was sponsored by the county-4-H council, which was the council's first trip to Washington, D.C. The group visited the Lincoln Memorial, Washington Monument, and the Zoo. They also saw the Capitol, White House, Jefferson Memorial and other government buildings. Many of the members and leaders saw our nation's capitol. It was a wonderful experience for all who went. The leaders cooperated with this project 100 percent.

YOUNG MEN AND YOUNG WOMEN'S WORK

The work with young men and women was included to interest this group in extension work. The young adults were trained along with leaders of adult

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and 4-H clubs to serve as leaders of both groups. 55 young men and women are members of the H.D. and Community Clubs in the county.

SCOPE OF WORK

	1949	1950	1951	1952	1953
No. H.D. Clubs or Groups	15	15	15	12	12
Membership	261	265	265	267	267
No. 4-H Clubs	12	14	14	16	16
Membership	382	249	372	433	433
No. Other families reached	175	50	43	80	125
No. different families reached	463	256	239	351	306
No. Community Clubs			3	2	2
Membership			54	39	39

COUNTY ORGANIZATIONS

Home Demonstration Committee and Advisory Board

The county H.D. committee and the county advisory board with a membership of 15 and 49 held 4 meetings during the year. These meetings were held to make and carry out plans for sponsoring countywide programs, such as Farmers Conference, Celebrating National H.D. Week, Picnics, Achievement Observance and to assist with other programs, such as State Advisory Board, District H.D. Committee and State Farmers Conference. The Advisory Board met 4 times this year.

The county H.D. committee met on September 2, 1953,

to plan the program for the coming year. In this all day meeting the main points discussed were the purpose of the meeting, county situation and setting up the program. The new program included; remaking clothing, reupholstering and refinishing furniture, arts and crafts, selecting and caring for electrical appliances.

COUNTY COUNCIL

Four meetings were conducted this year by the county 4-H council, which is composed of officers and leaders of the 4-H clubs.

These meetings were held in December, May, June and September. The purpose of these meetings included setting up plans for the year, train leaders, provide recreation, make plans for and educational and recreational trip and to help sponsor Achievement Day Program and other educational programs. A total of 89 members attended these four meetings.

LEADERSHIP

The leaders continued to make a great contribution toward developing programs, organization and subject matter work. Training meetings were held with both the adult and 4-H leaders and some leaders were trained individually.

The H.D. Club officers serving as organizational leaders assisted with this work in their respective clubs. The subject matter and program development leaders rendered assistance in their clubs after receiving training. Their work consisted of arranging exhibits, planning special programs, opening their homes for meeting places and making special efforts to reach young people.

GROWTH OF HD CLUB PROJECT LEADERSHIP

	1949	1950	1951	1952	1953
No. project leaders (subject matter)	88	88	88	89	86
No. goal chairmen			12	12	12
No. training meetings held by Specialist	1	7	3	0	0
by Agent	7	7	3	4	5
Attendance at all training meetings	105	74	24	42	48
No. club meetings held by leaders without agent present	29	50	53	37	47
No. additional club meetings at which leaders assisted	91	65	40	65	65
No. adult project leaders	40	46	46	56	58
No. Junior project leaders	3	4	5	31	27
No. training meetings held by specialist	0	0	0	0	0

	1949	1950	1951	1952	1953
No. training meetings held by agent	6	3	2	4	2
Attendance at leader training meeting	105	74	30	69	30
No. 4-H leaders trained individually	15	10	24	28	56
No. club meetings held by leader without agent present	22	25	57	26	47
No. of additional club meetings at which leaders assisted	60	50	21	51	54
No. demonstrations given by leaders	5	9	54	48	47
adults		0	51	14	20
juniors		3	3		27

BUTSTANDING LEADER

Mrs. Alice Doswell, member of Prospect Community Club has outstanding leadership ability. Mrs. Doswell has been a member of this club since she joined in 1950, when she married and moved to the community. Before 1950 she was a member of the Celler Creek 4-H Club of which she served as a junior leader and club president. Mrs. Doswell served as a foods leader and program development leader during the past year. She has done an outstanding job of serving for her family and the home as well as helped the other club women

with their sewing problems.

Through the cooperation she received from Mr. Doswell, she was able to receive the highest score in the county as a poultry flock demonstrator. Mrs. Doswell is very proud of this accomplishment and plans to enlargen her poultry flock for the coming year.

WORK IN COOPERATION WITH OTHER AGENCIES

Cooperation was given to other agencies, namely school, PTA, county health and welfare depts and other county agricultural workers, through assisting with programs, helping to reach the people, informing the people of these services and inviting these agencies to extension programs.

APPRAISAL OF YEARS WORK

The program set up for 1953 included home improvement, foods and nutrition, clothing, family hobbies and recreation. As a result of this work definite improvements were reached. Desires were increased to improve the welfare of the home, farm and commugity.

There was a definite increase in the member of requests for extension information and there was an increase noted in the ideas that were put into practice

among club members. The standard of living was improved
in both skill and ability.