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COOPERATIVE EXTENSION WORK  
IN  
AGRICULTURE AND HOME ECONOMICS  
STATE OF VIRGINIA

**NEGRO EXTENSION WORK**

**COUNTY AGENT WORK**

ANNUAL NARRATIVE REPORT FOR GREENSVILLE COUNTY  
RANDOLPH RUFFIN, LOCAL AGENT, N. EMPORIA, VIRGINIA.

*Advised  
Dec 17/26*

*Thos. H. Johnson  
Dist Agent*

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Adult Work

Status Of County Extension Organization

The extension organization which exists in the county consists of a County Advisory Board and eight community Farmers' Clubs, an increase over last year of two community clubs.

Form Of Organization ,Distinct Features

(a) Advisory Board

The Advisory Board is a county wide organization made up of presidents of the community Farmers' Clubs and other outstanding farmers in the eight communities and other public spirited individuals.

Extension activities of county wide importance are first presented to this board by the local agent and are passed on by the board before they are presented to the public for acceptance.

The experiences of these farmers coupled with new extension practices has been an advantage to the county agriculturally that has not yet been equaled.

This Board meets four times a year with the extension agent and as an outgrowth of the suggestions made in the meeting and the financial assistance given, the county program of work is made a reality.

The outstanding activities of the Board consists in fostering through moral and financial influence the County Farmers' Conference, County Tour, County Fair, and Junior Club Rallies. The Board appropriated \$11.00 for the purchasing of corn and eggs for club members as a means of encouraging them.

County Farmers' Conference

The County Farmers' Conference, the biggest public meeting held in the county relative to extension work is an annual affair and is held on the last Tuesday in July of every year. The conference this year was of great significance, because of the interest manifested on the part of the farmers attending and also because of the inspirational help imparted both in addresses and round table discussions. The address of most timely importance was the one delivered by district agent Mr. T.B. Patterson, on the subject, "Waste On The Farm" which started with the house wife and ended with the farm manager. The round table discussion of most interest was the one on "How Extension Work Has Helped Me". In this discussion one farmer stated that extension work had helped him solve the problem of buying corn and hay by teaching him how to grow it. Another said that it had helped him save his soil by terracing, and still another said it had helped him improve his fruit from a small undesirable quality to a nice size high class quality by pruning and spraying. All farmers attending the conference agreed that the conference was the most profitable ever held. A total of a hundred and seventy-five of the best farmers in the county attended this conference.

#### County Tour

The County Tour, another phase of the Advisory Boards' activities is also an annual event and was held this year on the 20th. of August and was taken through Diamond Grove Community. It was participated in by four other organized communities. Thirty farmers represented the communities taking part in the tour.

The itinerary for the tour included the visitation of terracing demonstrations on the farms of Mr. R.B. Young and others, two orchard pruning and spraying demonstrations and five corn demonstrations. Each of these demonstrations visited was an inspiration to all in the tour. The orchard demonstration told the story of the value of pruning and spraying, the corn demonstrations told the story of value of fertile soil, proper preparation of seed beds before planting, and the proper methods of fertilizing. Some members of the tour were perfectly elated over the sights they saw and especially over the fact that the farmers of this community had corn in their cribs two years old as a result of following extension methods and it is useless to say that they were inspired to double their effort along these lines in their respective communities.

#### County Fair

The County Fair is also another phase of the Advisory Board activities. The Board influences, through moral persuasion the farmers of the county to exhibit of their products at the County Fair. This year marked the climax of this effort. This year's agricultural exhibition at the fair was the largest in the history of the county. This is due largely to the fact that each organized community club pledged as a whole to exhibit at the fair.

The fair was held this year from the 19th. to the 22nd. of October in cooperation with the Emporia Agriculture Fair at Emporia, Va. The products exhibited at the fair was exhibited by adult farmers, club boys, and farms women of the county. The exhibit won a total of \$118.00 in premiums and was divided as follows, men \$48.00, boys \$42.00, and women \$30.00.

#### County Club Rally

The County Club Rally for club members is also an annual event which is sponsored by the County Advisory Board. The rally was held this year on the 13th. of August with a fair program from point of attendance and instruction given. The rally success featured some things which were uncommon in any rally held yet. It was the celebrating of the event which took place at the State Short Course at Hampton when a corn judging team from the county won a silver loving cup in the State wide contest. This cup was taken to the rally and was officially presented to the county and to the winning team by Mr. J.L. Charity, district agent, who has charge of club work in the state among Negro boys. The presentation and the acceptance of the cup created a great deal of enthusiasm the like of which has never been recorded in the county's club activities.

At this rally a county federation of clubs was organized with the proper corps of officers.

The Advisory Board played its usual part in making the day enjoyable for the club members by furnishing lemon ade etc.

A total of thirty eight club members attended the rally with their parents making a grand total of eighty five persons. Mr. J.L.Charity and Mr. T.B.Patterson, both district agents, were the principle speakers. The whole day was one of enjoyment for all attending.

#### Hampton Farmers' Conference

The County Advisory Board allies itself with the annual Hampton Farmers' Conference and sends a representative from the board to the conference who makes a report of the board's outstanding accomplishments and brings back to the board the high points of the conference. In this way the County Board keeps ~~intact~~ in touch with all the new and progressive ideas all over the state and in other states as well which has been of invaluable help to the county as a whole.

#### (b) Community Clubs

There are eight organized Farmers' Community Clubs in the county with a membership of ninety-three families. Each of these clubs has its own separate program of work, but it is in keeping with the State program which is ~~encouraged~~ in the slogan "Live At Home". These clubs have striven and are still striving to have their members demonstrate to outside farmers better methods and improved practices of producing home supplies of food and feed. How far these demonstrations have been effective along the lines of their ~~projects~~ will be told of under project activities and results.

Some of the community wide activities of these clubs for 1936 have been as follows: Liberty community purchased cooperatively a spraying machine and a spraying circle was organized and spraying done in three of the five orchards in the community; Shiloh community purchased cooperatively a pure-bred Duroc male hog to head a community hog breeding center for the purpose of improving the swine of the community; Diamond Grove community organized a spraying circle and five orchards were sprayed. Mr. R.E.Young of the community loaned his machine to do the spraying. Five of the community clubs, Diamond Grove, Liberty, Royal, Shiloh and Thomas by name, sent delegates to the Hampton Farmers' Conference and paid all or part of their expenses. The work in each of these clubs is kept alive and before the farmers through their monthly meetings.

#### Function Of Local People, Committee, Or Project Leaders In Developing The Program Of Work.

Efforts are being made as never before to use local people in developing the program of work. It is only developing local leadership and the part these leaders play is very valuable. Each project listed in the program of work has a designated leader who is to take the lead and is to make his demonstration outstanding and also is to keep up an interest in the project he heads. To give an example of a leaders influence would be to say that Mr. R.E.Young of Diamond Grove Community, a leader in the hay project, has kept before farmers of his community the subject of hay production to the extent that he asserts with all forcefulness that not a bale of hay will

be bought in the community next year after May the first.

Local leaders make up the committees on fairs, conferences and every other committee relative to the developing of the extension program.

#### General Policies Including Relation To Other Organizations

The extension organization of the county work in full accord with other worthy organizations that have for their purpose the betterment of rural life. There are no organizations in the county, but when their programs are arranged, make a place on them for the presentation of the extension in the county.

By close cooperation with leaders of other organizations and the extension leaders there has been a joint organization perfected known as The Leaders Conference Of Greenville County. In this conference the preachers, teachers, and county extension workers come together twice a year in a all day meeting and discuss problems that are common with each of these groups of workers. Through a conference as this the work represented by these groups has been more clearly understood by the public at large.

#### Program Of Work, Goal Established, Methods Employed And Results Achieved

The county program of work is an aggregation of the acknowledged needs of the communities in which extension work is carried on by people of these communities.

The goal is established by ascertaining the number of definite demonstrations required to teach the right practice in a given subject.

The methods employed consists of securing a sufficient number of persons to demonstrate a recommended method of practice in a given project to the extent that the results are more satisfactory from an economical standpoint.

The results are achieved when a recommended practice in a given project is so executed that the desire on the part of others not practicing the recommended practice, will employ the practice and make it permanent.

#### Project Activities And Results

The project activities of the county for 1926 consisted of the following:-

##### Corn

There was programmed in the eight organized communities this year thirty-nine corn demonstrators to produce as their goal a home supply of corn. Thirty-four of these demonstrators completed their demonstrations with an increased yield over average yields of 14 bushels of corn per acre. It is without exaggeration to say that every demonstrator with the corn made on his demonstration and otherwise will have enough corn to last until corn harvesting time in 1927.

The corn demonstration of the demonstrator which deserves most credit was that of Mr. J.R. Stitt of Liberty Community. The demonstration deserves this credit because Mr. Stitt was able to take an acre of unproductive soil, to begin with, and make it produce the yield he did. This acre demonstration of corn had fallowed under a crop of rye and vetch after it was manured with barnyard manure in the drill at the rate of 2400 pounds to the acre. Four hundred pounds of 3-8-3 fertilizer was also used on this acre in the drill and the corn was topdressed at the second cultivation with 50 pounds of nitrate of soda. This demonstration was cultivated four times with a shallow implement and yielded 35 bushels of corn.

#### Wheat

Ten wheat demonstrations were programmed this year in the eight communities. Of this number only two were carried to completion. The increased acre production on these demonstrations above the average acre production was seven bushels. The increased production is due to better seed selection, better preparation of seed beds and better methods of fertilizing.

The outstanding demonstration this year, as was last year, was the demonstration of Mr. Samuel Harrison of Diamond Grove community. Mr. Harrison's demonstration consisted of one and one-fourth acres and having been so pleased with the results of last year's demonstration he followed the cultural practices employed last year, which was applying of barnyard manure at the rate of two tons per acre, fertilizing with commercial fertilizer at the rate of 1000 pounds per acre and topdressing with nitrate of soda at the rate of 200 pounds per acre. A cowpea stubble was also turned under on this demonstration and the yield was twenty-five bushels of wheat.

#### Mixed Hays

Sixteen mixed hay demonstrators were enrolled in the territory covered by the eight communities. Eleven of this number carried their demonstrations to completion comprising a total of twenty acres of hay. The goal of the demonstrators was to produce on these demonstrations, in conjunction with his other crops grown for hay, a home supply of hay. This goal, from such expressions as, "If I don't raise a blade of hay next year I will have enough hay to last my team all next year", and similar expressions like this, has been reached.

The most outstanding mixed hay demonstration was that of Mr. Geo. Robinson of Royal Community. Mr. Robinson's demonstration consisted of Soy Beans and cowpeas. The beans and peas were sown broadcast on the 2nd of July on land that had been seeded to winter oats. The oats were fertilized with 3-8-3 fertilizer and soda at the rate of 400 pounds per acre as a topdresser. The beans and peas being seeded right after the oats were harvested were given a chance to use the unused fertilizer in the soil. The demonstration consisted of two and one-half acres and yielded 6000 pounds of cured hay.

#### Horticulture

##### (a) Orchard Pruning

Twelve orchard pruning demonstrations were programmed this year. *64*

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this number ten were conducted in the communities of Dahlia, Diamond Grove, Independent, Liberty, Orion, and Royal. A total of 225 trees were pruned according to instruction, except that one third of this number was pruned by the local agent to demonstrate the method of pruning. The demonstrations were to teach the value of sunlight in ripening fruit and also to show the value of having less fruit in number, but better and more uniform fruit in quality. Each tree was pruned to give this result.

It is agreed that this was a favorable year for the apple crop, but it is also agreed by every orchard pruning demonstrator in the county that the pruning of his orchard made the chances for his crop more favorable. The orchard of Mrs. C.E. Wyatt of Orion community was very noticeable in the fact that every tree in the orchard was loaded down with nice uniform fruit as compared with previous years when only a tree here and there bore small uniform fruit. The number of orchard pruning demonstrations this year were five more than was last.

#### (b) Orchard Spraying

Ten orchard spraying demonstrations were programmed this year all of which were conducted. The demonstrations conducted were in Diamond Grove, Independent, Liberty, Orion and Royal communities. A total of 205 trees were sprayed with lime sulphur and arsenate of lead for the control of scale, codlin moth, and the apple aphid. The general characteristic of fruit in all orchards where spraying was done was that it stayed on the trees longer than the fruit on unsprayed trees.

All of these demonstrations, except one, received two applications of the spray material mentioned above. This one demonstration which received more than two applications of the mixture was the demonstration of Mr. R.B. Young of Diamond Grove Community. Mr. Young's demonstration was also the most successful. The work of spraying in Mr. Young's orchard was started in February when a dormant spray was applied consisting of lime sulphur 1 to 60. The next spray was applied before the blossoms opened and consisted of lime sulphur 1 to 40 with two pounds of arsenate of lead in the mixture. The third and last spray was applied when two thirds of petals had fallen and consisted of the same mixture mentioned above. Mr. Young says of his demonstration that if he could have gotten one-fourth of a cent a piece for the apples produced on the seventy-nine trees in the demonstration he would have received for the crop as much as \$2000.00 admitting that the spraying increased the crop one third.

#### Livestock

##### (a) Swine

The hog breeding center started in Shiloh community three years ago was continued this year by the farmers of the community having purchased another young pure-bred Euroca male to head the breeding station. It shows conclusively how well the farmers of this community think of the results gotten from better livestock since the breeding center has been established. Two other pure bred male hogs were secured for farmers in Dahlia and Thomas Communities respectively.

## (b) Poultry

The poultry work programmed and conducted this year was conducted with Mrs. G.H. and W.P. Gain of Royal community, Mrs. Marie Pair, Mrs. Samuel Harrison, and Mrs. R.B. Young of Diamond Grove community, and Mr. Matthew Jones of Thomas community. The work conducted was the culling of flocks where a total of twenty-five birds out of the flocks of a hundred and fifty were eliminated; the treating of seven poultry houses with disinfectant for lice and mites, and placing of pure-bred cockerels on two farms.

## (c) Poultry Demonstration Center

The poultry demonstration center started last year by Mrs. W.P. Gain of Royal Community was continued this year also. The purpose of the demonstration is to so improve the flock of birds carried in the demonstration, by feeding, housing, and breeding that there will be a place in the county where pure bred flocks can be procured by anyone desiring them.

The flock in this demonstration is fed a laying mash consisting of corn meal, bran, middling tankage, and whole wheat for the year and are also allowed some free range. Records kept of the demonstration show that thirty-seven hens layed 2161 eggs during the past twelve months which was an average of 59 eggs per hen which is ten eggs above the state average. From this flock Mrs. Gain sold 600 dozens of eggs which netted \$19.10. Fifty-five chickens were sold during the summer which netted \$30.20. The culled birds from the flock sold for \$10.00. These figures do not include the fowl eaten on the farm, but the fowl sold from the farm. Mrs. Gain schooled her daughter two months in boarding school last winter with poultry profits. She has purchased two young cockerels to head the demonstration center for another year.

## Rural Engineering

### (a) Terracing

Seven terracing demonstrations were programmed for this year six of which were conducted to prevent soil erosion. A total of 6882 feet of line for terraces was laid off all of which was constructed according to instruction. Every man has been benefited by having the terraces on his farm by keeping the water on his dry land from washing into the bottom. Mr. Thorne, a terracing demonstrator of Diamond Grove community, showed thirty farmers on a tour through that community a piece of corn fifteen acres in size two thirds of which was growing on land where before it was terraced was a wash. As a result of these demonstrations the county agent can hardly comply with the requests made on him for the work.

### (b) Buildings

Nine sanitary poultry houses were constructed this year on the same number of farms. These houses were constructed in the communities of Dahlia, Diamond Grove, Orion, Royal, and Thomas.

They were all built according to a plan furnished by Hampton institute and all of them, except one, was built to house at least fifty hens. The one was built to house one hundred hens. Mrs. G.H. Cain reports and has records to prove it that after her hens were put into a better house that the egg production went up from 175 eggs per month from 65 hens the first month to 513 eggs per month the second month.

#### Campaigns

Six out of the eight organized communities conducted campaigns in summer hay production. The result of these campaigns can be seen by anyone passing through these communities, because of the large number of stacks of summer hay consisting of cowpea hay, Soy beans and cowpea hay, millet hay, and even Sudan Grass hay, *that is to* be seen on almost every farm.

Two communities conducted year round garden campaigns. It is true that in these communities a third more people made a special effort to have better and longer gardens.

Seed bed campaigns were conducted only in Shiloh community. This has been a practice in this community for a number of years and the farmers have found out that it is well worth the effort to be more careful to have their seed beds better fitted before seeding. Three fourths of the farmers in this community took part in this campaign.

Annual Progress Report For Greenville County

November 30th. 1926

Work As Planned

Work Accomplished

Work As Planned	Adult Work	Work Accomplished
County Farmers <sup>Conv. L.</sup> to be held July 27, 1926		Conference was held on the 27th. of July 1926.
County Tour to see demonstrations to be taken Aug. 20.		Tour to see demonstrations was taken Aug. 20th. 1926.
County Fair to be held Oct. 19 to 22nd. 1926.		County Fair was held Oct. 19th. to 22nd. 1926.
Leaders Conference to be held in Spring and Fall.		Leaders Conference not held as yet.
Thirty nine corn demonstrators to be secured.		Thirty-four corn demonstrators were secured and completed.
Ten wheat demonstrators to be secured.		Two wheat demonstrators were secured and demonstrations completed.
Twelve mixed hay demonstrators to be secured.		Eleven mixed hay demonstrators were secured and demonstrations completed.
Twelve Orchard pruning demonstrations to be conducted.		Ten orchard pruning demonstrations were conducted and 225 trees pruned.
Ten orchard spraying demonstrations to be conducted.		Ten orchard spraying demonstrations were conducted and 205 trees sprayed.
Two community hog breeding centers to be maintained.		One such center is maintained.
One poultry demonstration center to be maintained.		One such centers maintained.
Ten sanitary poultry houses to be constructed.		Nine sanitary poultry houses were constructed.
Seven terracing demonstrations to be conducted.		Six terracing demonstrations were conducted a total of 6522 feet was constructed.

Junior Work

Status Of Club Organization

The club organization of the county consists of a county federation of clubs and six Negro Boys Farm Makers' Clubs.

Form Of Organization ,Distinct Features

(a) County Federation Of Clubs

The county federation of clubs is a new feature of club work undertaken in the county for the first time this year and was organized at the county club rally. The purpose of this organization is to be a central unit to which the local clubs may look for the planning of the county wide club activities. The organization has as its officers some of the oldest and most experienced club members in the county. Their meetings are held in cooperation with the County Advisory Board's meeting which is held every three months.

(b) Farm Makers' Clubs

The Farm Makers' Clubs of the county are organized in communities in which an extension program has been worked out by the adults of the community and where there are at least five members. The membership in these six club for the past year was 77. These clubs have monthly meetings in which instruction is given covering every phase of club work in the county in seasonal order, including the making of plans for the State Short Course and the county club rally. At these meetings demonstration and corn judging teams are trained to demonstrate the testing of seed corn and the judging of exhibit corn. Two such teams were trained this year in Pleasant and James River Junction communities. The corn judging team trained in James River Junction community won first honors and a silver loving cup in the state wide corn judging contest held at Hampton institute in August last. Five of these six clubs had a representative at the State Short Course to represent them. Interest is kept up in the club meetings, which are held monthly, by singing and yelling. These songs and yells serve two purposes.

One to keep up interest and the other is for the purpose of preparing the members to yell against other clubs or each other at the county club rally.

Project Activities And Results

Corn

Twenty-eight boys were enrolled in the corn project this year twenty-three of whom completed their plots and sent in their reports. A total of 515 bushels of corn was produced by these twenty-three boys.

The plots of Charles Young of Diamond Grove Community, Luke Avant of Orion Community, George Cain Jr. of Royal Community, George Spencer of Pleasant Shade Community, and Walter Davis of James

River Junction Community, *yielded the highest*. The plot of Chas. Young on which the highest yield was made was an acre of sandy loam soil which had a fallow of clover and rye on it and was manured at the rate of three tons per acre broken eight inches deep, dragged and harrowed nicely before seeding. The corn was seeded in May and was fertilized with 300 of 3-8-3 fertilizer and 100 pounds of nitrate of soda respectively. The corn was cultivated five times flat with a shallow implement. *The yield on this acre was 100 bushels.*

Every corn club boy is required to follow the same practice carried out by Chas. as far as possible that the practice of corn production may be improved in the whole county. This is their goal.

### Cotton

Six cotton club members were enrolled this year in the cotton project five of which completed their demonstrations. A total of 3950 pounds of seed cotton was reported by these five members.

Ernest Davis of James River Junction Community, the star boy in the cotton club this year was also the boy making the highest yield on a club acre last year. His acre yielded 1100 pounds of seed cotton this being the highest amount produced by any boy enrolled. He followed his own example from last year. He broke his acre in February with a double plow eight inches deep and after he had applied a ton of barnyard manure he kept the seed bed diked and harrowed until the cotton was seeded in May, on the third. This acre was also fertilized with 300 pounds of fertilizer equivalent to 3-8-3 and 50 pounds of nitrate of soda. The soda was applied beside the cotton at the second cultivation after which it received three other cultivations with a shallow implement.

### Peanuts

Fourteen boys were enrolled in the peanut club this year all of which completed their plots. The fourteen boys completing produced a total of 611 bushels or an average of 43 bushels per acre.

The most outstanding plots were those of Purcell and Amos Gilliam of Thomas Community. Their total yield of 175 bushels of Va. Bunchpeanuts were produced on two acres of land that had a good fallow of German clover disked and plowed under in late April seven inches deep. This land had applied to it 800 pounds per acre of builders lime before the peanuts were planted. These boys father has a Fordson Tractor and their land was kept in order by running a section harrow over it three times before seeding. Their peanuts were cultivated six times with a shallow implement. Six hundred pounds of plaster ~~was used~~ per acre was also used on this demonstration. The peanuts from these demonstrations won prizes at the three fairs where they were exhibited.

Livestock

Poultry

Twenty-nine girls were enrolled in the poultry raising club this year. Of this number twenty completed or carried their projects through the year with success. A total of two hundred and twenty-one chickens were raised by these members completing and with the poultry already on hand amounting to forty eight making a grand total of two hundred and sixty nine birds. The purpose of the poultry club work is to improve the breed of poultry already on the farms of the parent of these club girls. A case in point where this has been done is with Gladys Wyatt of Orion Community. Gladys has been a club member in the poultry project for four years during which time the scrub stock owned by her mother has been entirely eliminated and there is only to be seen on the farm poultry of Gladys' breed. And now that Gladys has passed the age of club work and is now in boarding school her flock has been purchased by her mother a much better breed than she had four years ago and a sanitary poultry house as well. The flock and the equipment is worth \$40.00.

Annual Progress Report For Greenville County  
November 30th. 1926

Work As Planned

Work Accomplished

Junior Work

Six Farm Makers' Clubs to be programmed.

County Club Rally to be held August 13, 1926.

Five delegates to be secured for State Short Course.

Seventeen corn club members to be enrolled.

Six cotton club members to be enrolled.

Nine peanut club members to be enrolled.

Twenty-nine poultry club members to be enrolled.

County Federation Of Clubs to be organized.

Six Farm Makers' Clubs were programmed.

County Club Rally was held Aug. 13, 1926 and 78 club members attended.

Five delegates were secured and attended the State Short Course.

Twenty-four corn club members were enrolled twenty-three of which completed.

Six cotton club members were enrolled five of which completed their plots.

Fourteen peanut club members were enrolled and completed their plots.

Twenty poultry club members were enrolled and 221 chicks raised by them.

County Federation Of Clubs was organized.

Summary

In the execution of the extension work reported in this narrative for the year 1928 approximately 7754 miles were traveled by automobile, train, and otherwise. A total of 925 farms visits were made to see demonstrators. In making these visits a total of 114 different farms were visited. Three hundred and fifteen letters were written relative extension work. Ninety seven meetings were held, three hundred and twenty-three official consultations were had, seventy-one days spent in the office, and two hundred and twenty-five days spent in the field.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service,  
Office of Cooperative Extension Work,  
Washington, D. C.

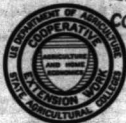
ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is to be used by county extension agents, such as county agricultural agent, home demonstration agent, club agent, and negro agent, reporting on their respective lines of work.

State Virginia County Greensville  
Report of Gertrude Puffin County Jacal Agent.  
(Name) (Title)  
From December 1st 1925 to November 30th 1926

If agent has not been employed entire year, indicate exact period. Agents resigning during the year should make out this report before quitting the service.

READ DEFINITIONS, PAGES 3 AND 4



FIRST CHECK	TRANSFER	
	TIME	VERIFIED

Approved:

Date

Date

Mr. Puffin  
Nov 30 1926  
Wm. H. ...  
State or District Supervisor.

State Extension Director.

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

The annual report should be a review, analysis, interpretation, and presentation to the people of the county, the State, and the Nation of the sum total of the extension activities in each county for the year and the results obtained by the county extension agent assisted by the subject-matter specialists. The making of such a report is of great value to the county extension agent and the people of the county in showing the progress made during the year as a basis for future plans. It is of vital concern also to the State and Nation as a measure of rural progress and a basis for intelligent legislation and financial support.

Separate statistical and narrative reports are desired from each county extension agent in charge of a line of work, such as county agent, home demonstration agent, boys' and girls' club agent, and negro agent. Where an assistant agent has been employed a part or all of the year, a report on his or her work should be included with the report of the leader in charge of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked. Where two or more extension agents are employed in a county, each in charge of a line of work, care should be exercised to avoid including the same data in the statistical report of more than one agent.

At least four copies of the annual report should be made: One copy for the county officials, one copy for the agent's files, one copy for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. *The report to the Washington office should be sent through the State extension office.*

### NARRATIVE SUMMARY.

The narrative report should be a statement in orderly fashion and arranged under appropriate subheadings, of the work done, methods used, and results obtained under each project, as well as of the general work accomplished. Every statement should be clear-cut, concise, forceful, and, where possible, reinforced with ample data from the statistical summary. In the preparation of the part of the report relative to each project, the results reported in the statistical summary for the project should be analyzed, conclusions drawn, and recommendations made. The report may well be illustrated with photographs, maps, diagrams, blue prints, or copies of charts and other forms used in demonstration work. Full credit should be given to all cooperating agencies. The lines should be single-spaced, with double space between the paragraphs, and reasonably good margins left. The pages should be numbered in consecutive order.

The following outline is suggestive of how the narrative report may be clearly and systematically presented:

#### SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT.

- I. Cover and title page.
- II. Table of contents.
- III. Status of county extension organization.
  - (1) Form of organization—changes and development.
  - (2) Function of local people, committees, or project leaders in developing the program of work.
  - (3) General policies, including relationships to other organizations.
- IV. Program of work, goals established, methods employed, and results achieved.
  - (1) Factors considered and methods used in determining program of work.
  - (2) Project activities and results.
 

<ol style="list-style-type: none"> <li>(a) Soils</li> <li>(b) Farm crops</li> <li>(c) Horticulture</li> <li>(d) Home gardens</li> <li>(e) Reclamation of home grounds</li> <li>(f) Forestry</li> <li>(g) Rodents, predatory animals, and birds.</li> <li>(h) Animal husbandry</li> <li>(i) Dairy husbandry</li> <li>(j) Home dairy</li> <li>(k) Poultry husbandry</li> <li>(l) Home poultry</li> </ol>	} (including diseases and insects).
} (including diseases and insects).	

## SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT—Continued.

## IV. Program of work, etc.—Continued.

## (2) Project activities and results—Continued.

- (i) Rural engineering.
- (j) Rural engineering—home.
- (k) Agricultural economics, including farm management and marketing.
- (l) Home marketing.
- (m) Foods.
- (n) Nutrition.
- (o) Clothing.
- (p) Home management.
- (q) House furnishings.
- (r) Home health and sanitation.
- (s) Community activities.
- (t) Miscellaneous.

## V. Outlook and recommendations, including suggestive program of work for next year.

## VI. Summary of activities and accomplishments, preferably of one or two typewritten pages only, placed at the beginning or end of the narrative report.

## STATISTICAL SUMMARY.

To supplement the narrative part of the report, and in order that comparable State and National summaries may be made, it is necessary to include a statistical summary of the work in each county. The following form has been prepared to insure uniformity of reporting. In addition to the questions asked under each subdivision of the report, space is provided to add further data if desired. The statistical summary will grow naturally out of the field and office records.

## DEFINITIONS OF TERMS USED IN THIS REPORT.

1. A PROGRAM OF WORK is a definitely outlined plan for extension work.
2. A PROJECT is a definite, systematic, organized plan for carrying out some phase of the extension program of work, providing for what is to be done, how much, when, where, how, and by whom.
3. MISCELLANEOUS WORK includes work which has not yet become a regular part of the program of work—work other than project work.
4. A COMMITTEE, for the purposes of this report, may be any one of the several units into which the county is divided for purposes of conducting organized extension work.
5. A PROJECT LEADER OR LOCAL LEADER is a person, selected because of his or her special interest and fitness, who functions as a leader in advancing some phase of the local program of extension work.
6. A DEMONSTRATION is an example designed to show the practical application of an established fact. Demonstrations as contemplated in this report are of two kinds, method demonstrations and result demonstrations.
  - A method demonstration is a demonstration given by an extension worker or other trained leader to a group for the purpose of showing them how to carry out a practice. Synonyms: Lecture demonstration. Examples: Demonstrations of staking, mixing of spray materials, and culling of poultry.
  - A result demonstration is a demonstration carried on by a farmer, farm woman, boy, or girl under the direction of the extension service, involving a substantial period of time, records of results, and comparisons. Examples: Child-feeding, corn-culture, and orchard-management demonstrations.
7. A DEMONSTRATOR is a farmer, farm woman, boy, or girl who, under the direction of the extension service, conducts a result demonstration.
8. MEMBERS COMPLETING should include those who have satisfactorily finished the work outlined for the current year.
9. A DEMONSTRATION MEETING is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
10. A TRAINING MEETING is a meeting at which project leaders or local leaders are trained to carry on extension activities in their respective communities.
11. AN OFFICE CALL OR TELEPHONE CALL is a visit or call by a farmer or other person seeking agricultural or home economics information, as a result of which some definite assistance or information is given.
12. A FARM VISIT is a call at a farm by the agent at which some definite information is given or concrete plan of work outlined, or some valuable information obtained from the farmer regarding his work, or the better practice prevailing in his neighborhood.
13. A HOME VISIT is a call at a home by the agent at which some definite information is given or concrete plan of work outlined, or some valuable information obtained from the farm woman regarding her work, or the better practice prevailing in her neighborhood.
14. DAYS IN OFFICE should include time spent by the county agent in his office, at county agent conferences, and any other work directly related to office administration.
15. DAYS IN FIELD should include all days spent on official duty other than those spent in office.
16. LETTERS WRITTEN should include all single letters on official business.

DEFINITIONS OF TERMS USED IN THIS REPORT—Continued.

17. A FARMERS' INSTITUTE is one of a series of meetings of one to two days' duration, arranged by a central State farmers' institute agency, at which agricultural and home-economics problems are discussed, usually by outside speakers employed for the purpose.
18. AN EXTENSION OR MOVABLE SCHOOL is an itinerant school usually of two to six days' duration where practical but systematic instruction is given to persons not resident at the college. AN EXTENSION SMOKE COURSE differs from an extension school in that it is usually held at the college or other educational institution and usually for a longer period of time, but not exceeding two weeks.
19. RECORDS consist of definite information filed in the county office that will enable the agent to verify the data on extension work included in this report.
20. FARMS ON HOME PRACTICE AREAS are a new or improved practice adopted on a farm or in a home during the year as a result of extension teaching. Examples: Spraying of potatoes for disease, canning of fruits and vegetables, use of balanced rations, and hat making.

GENERAL ACTIVITIES.

Report only this year's extension activities and results that are supported by records.

If an assistant agent has been employed during the year, include his or her work with that of the agent.

1. List below the names, titles, and periods of service of the county extension agents whose work is included in this report. 1  

<i>Jandolph Puffin</i>	_____	12
(Name)	(Title)	(Months of service this year)
_____	_____	_____
2. Number of communities in county where extension work should be conducted. 2  

_____	15
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3. Number of above communities in which the extension program has been cooperatively worked out by extension agents and people concerned. 3  

_____	8
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4. Number of voluntary county, community, or local leaders actively engaged in forwarding the extension program with— 4

(a) Juniors _____	23
(b) Adults _____	38
5. Number of clubs carrying on extension work: 5

(a) Junior _____	6
(b) Adult _____	8
6. Membership in above clubs: 6

(a) Boys' _____	48	(c) Men Families _____	93
(b) Girls' _____	29	(d) Women _____	_____
7. Number of club members completing: 7

(a) Boys' _____	42	(c) Men _____	82
(b) Girls' _____	20	(d) Women _____	_____
8. Number of members in junior club work for four or more years: 8

(a) Boys _____	14
(b) Girls _____	_____

<sup>1</sup> Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on pages 6 to 21, less any deductions due to the same boy or girl carrying on two or more related similar lines of work.

<sup>2</sup> Include those boys and girls enrolled in club work as reported under 6(a) and 6(b) who have finished the work undertaken or such portion of it as it was planned to finish during the report year.

5  
GENERAL ACTIVITIES—Continued.

9. Number of junior teams trained	(a) Judging	1	9
	(b) Demonstration	1	
10. Number entering college this year who have been club members			10
11. Total number of farm visits <sup>1</sup> made in conducting extension work		925	11
12. Number of different farms visited		114	12
13. Total number of home <sup>1</sup> visits made in conducting extension work			13
14. Number of different homes visited			14
15. Number of calls <sup>2</sup> relating to extension work	(a) Office	323	15
	(b) Telephone		
16. Number of days agent spent in office		71	16
17. Number of days agent spent in field		225	17
18. Number of individual letters written		315	18
19. Number of fairs at which extension exhibits were made	(a) Community		19
	(b) County	1	
20. Training meetings <sup>2</sup> held for local leaders	(a) Number		20
	(b) Leaders in attendance		
21. Method and result demonstration meetings <sup>2</sup> held (do not include meetings reported in number 20)	(a) Number	34	21
	(b) Attendance	116	
22. Farmers' institutes <sup>2</sup> held	(a) Number		22
	(b) Attendance		
23. Extension schools <sup>2</sup> and short courses held	(a) Number		23
	(b) Attendance		
24. Junior club encampments held:			24
(a) Number		1	
(b) Attendance by club members:	(1) Boys	23	
	(2) Girls	16	
(c) Total attendance		85	35
25. Other extension meetings attended and not previously reported	(a) Number	63	25
	(b) Attendance	752	
26. Number of meetings at which were shown:	(a) Lantern slides		26
	(b) Motion pictures		
	(c) Charts		

[Use space below to include other important data.]

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<sup>1</sup> Do not count the same visit as both a farm visit and a home visit.  
<sup>2</sup> See definition on page 4.









## LEGUMES AND FORAGE CROPS—Continued.

Report only this year's extension activities and results that are supported by records.

Item.	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Velvet beans.	Field beans.	Peanuts.	Legumes.	Fabaas.	Other.	Total
71. Number of method demonstrations given.							
72. Number of adult result demonstrations started or under way.							16
73. Number of adult result demonstrations completed or carried through the year.							11
74. Acres involved in these completed demonstrations.							20
75. Increased yield <sup>1</sup> per acre on demonstrations.	bu. tons	bu.	bu.	tons	X X X		43 <sup>bu.</sup> tons
76. Number of junior clubs <sup>2</sup> .							
77. Number of members enrolled.	(a) Boys.		14				
	(b) Girls.						
78. Number of members completing.	(a) Boys.		14				
	(b) Girls.						
79. Number of acres grown by junior club members completing.			14				
80. Total yield <sup>2</sup> of crops grown by junior club members.	bu. tons	bu.	14 <sup>bu.</sup>	tons	X X X		bu. tons
81. Number of farms planting improved seed for the first time.							
82. Number of farms practicing seed selection for the first time.							
83. Number of farms inoculating for these crops for the first time.							
84. Total number of different farms adopting improved practices relative to the legumes and forage crops reported on this page.			11				11
[Use space below to include other important data relating to legumes and forage crops.]							

<sup>1</sup> Indicate crop by name.<sup>2</sup> Indicate whether yield in bushels of seed or tons of cured forage.<sup>3</sup> States which do not recognize clubs on a project basis should not report on this question but should report on enrollment and completion.



## HORTICULTURE.

Report only this year's extension activities and results that are supported by records.

Item.	(4)	(5)	(6)	(6)	(6)	(7)	
	Tree fruits.	Bush and small fruits.	Grapes.	Market gardening, truck and raising crops.	Home gardens.	Investigation of home grounds.	
100. Number of method demonstrations given.	20						100
101. Number of adult result demonstrations started or under way.	22						101
102. Number of adult result demonstrations completed or carried through the year.	20						102
103. Acres involved in these completed demonstrations.	25				X X X	X X X	103
104. Increased yield per acre on demonstrations.	30 bu.	qta.	lbs.	bu.	X X X	X X X	104
105. Number of junior clubs <sup>1</sup>							105
106. Number of members enrolled	(a) Boys						106
	(b) Girls						
107. Number of members completing	(a) Boys						107
	(b) Girls						
108. Number of acres grown by junior club members completing.						X X X	108
109. Total yield of crops grown by junior club members.	bu.	qta.	lbs.	bu.	bu.	X X X	109
110. Number of farms planting improved stock or seed for the first time.							110
111. Number of farms pruning for the first time.	5						111
112. Number of units involved in preceding question.	65 trees	acres	acres	X X X	X X X	X X X	112
113. Number of farms spraying or otherwise treating for diseases and insect pests for the first time.	7						113
114. Number of units involved in preceding question.	14 acres	acres	acres	acres	X X X	X X X	114
115. Number of farms adopting improved practices relative to the horticultural work reported on this page.	12						115
[Use space below to include other important data relating to horticulture.]							

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## FORESTRY.

Report only this year's extension activities and results that are supported by records.

116. Number of method demonstrations given.....	116
117. Number of adult result demonstrations started or under way.....	117
118. Number of adult result demonstrations completed or carried through the year.....	118
119. Number of acres included in these completed demonstrations.....	119
120. Number of junior clubs.....	120
121. Number of members enrolled.....	121
(a) Boys.....	
(b) Girls.....	
122. Number of members completing.....	122
(a) Boys.....	
(b) Girls.....	
123. Number of acres handled by junior club members.....	123
124. Number of forest or woodland plantings made this year.....	124
125. Acres involved in preceding question.....	125
126. Number of farms assisted in forest management this year.....	126
127. Acres involved in preceding question.....	127
128. Number of farms planting windbreaks this year.....	128
129. Number of farms attempting to control white-pine blister rust for first time.....	129
130. Number of acres involved in preceding question.....	130
131. Total number of farms adopting improved practices relative to the forestry work reported on this page.....	131

[Use space below to include other important data relating to forestry.]

RODENTS AND MISCELLANEOUS<sup>1</sup> INSECT AND ANIMAL PESTS.

Report only this year's extension activities and results that are supported by records.

Item.	(a) Rodents.	(b) Other animal pests. <sup>2</sup>	(c) Grass- hoppers.	(d) Other insects. <sup>3</sup>	
132. Number of method demonstrations given.....					132
133. Number of result demonstrations started or under way.....					133
134. Number of such demonstrations completed or carried through the year.....					134
135. Number of acres in these completed demonstrations.....					135
136. Total number of farms cooperating in control measures this year.....					136
137. Number of acres involved in preceding question.....					137

<sup>1</sup> States which do not organize clubs on a project basis should not report on this question but should report an enrollment and completion.<sup>2</sup> Do not include work reported under "Crop" and "Livestock" headings.<sup>3</sup> Includes by name.

## LIVESTOCK.

Report only this year's extension activities and results that are supported by records.

Item.	(6)	(7)	(8)	(9)	(10)	(11)
	Dairy cattle	Beef cattle	Pigs	Sheep	Poultry	Other <sup>1</sup>
138. Number of method demonstrations given.....						138
139. Number of adult result demonstrations started or under way.....					2	139
140. Number of adult result demonstrations completed or carried through the year.....					2	140
141. Number of animals involved in these completed demonstrations.....						141
142. Total profit or saving on demonstrations.....						142
143. Number of junior clubs <sup>2</sup> .....						143
144. Number of members enrolled.....						144
(a) Boys.....						
(b) Girls.....					29	
145. Number of members completing.....						145
(a) Boys.....						
(b) Girls.....					20	
146. Number of animals involved in junior club work completed.....					169	146
147. Number of farms assisted in obtaining purebred sires this year.....					2	147
148. Number of farms assisted in obtaining high-grade or purebred females this year.....						148
149. Number of farms culling herds or flocks for the first time.....						149
150. Number of animals in such herds or flocks.....						150
151. Number of animals discarded.....						151
152. Number of bull, bear, ram, or stallion circles, clubs, or associations organized during the year.....					X X X	152
153. Number of members in preceding circles, clubs, etc.....					X X X	153
154. Number of breed associations or clubs organized during the year.....						154
155. Number of members in these associations or clubs.....						155

<sup>1</sup> Indicate by name.<sup>2</sup> States which do not organize clubs on a project basis should not report on this question but should report on enrollment and completion.

## LIVESTOCK—Continued.

Report only this year's extension activities and results that are supported by records.

Item	(6)	(6)	(6)	(6)	(6)	(7)	
	Dairy cattle	Ref. cattle	Pigs	Sheep	Poultry	Others <sup>1</sup>	
156. Number of cow-testing associations organized or reorganized during the year		XXX	XXX	XXX	XXX	XXX	156
157. Number of members in these associations		XXX	XXX	XXX	XXX	XXX	157
158. Number of farms not in associations testing cows for production		XXX	XXX	XXX	XXX	XXX	158
159. Number of cows under test by such associations and individual farms		XXX	XXX	XXX	XXX	XXX	159
160. Number of farms adopting improved practices in the sanitary production and care of milk this year		XXX	XXX	XXX	XXX	XXX	160
161. Number of farmers feeding better-balanced rations for the first time							161
162. Number of farmers controlling insect pests for the first time					7		162
163. Number of farmers directly influenced to test animals for tuberculosis this year				XXX		XXX	163
164. Number of farmers directly influenced to vaccinate animals for blackleg this year			XXX	XXX	XXX	XXX	164
165. Number of farmers directly influenced to vaccinate swine for cholera this year	XXX	XXX		XXX	XXX	XXX	165
166. Total number of different farms adopting improved practices relative to the livestock work reported on pages 14 and 15					24		166
[Use space below to include other important data relating to livestock.]							

<sup>1</sup> Indicate by name.

## RURAL ENGINEERING.

Report only this year's extension activities and results that are supported by records.

167. Number of method demonstrations given	.....	15	167
168. Number of result demonstrations started or under way	.....	15	168
169. Number of result demonstrations completed or carried through the year	.....	15	169
170. Number of farms installing drainage systems this year	.....		170
171. Acres drained	.....		171
172. Number of farms installing irrigation systems this year	.....		172
173. Acres irrigated	.....		173
174. Number of farms constructing terraces or soil dams this year	.....	6	174
175. Acres on which soil erosion was so prevented	.....	52	175
176. Number of dwellings constructed this year according to plans furnished	.....		176
177. Number of dwellings remodeled this year according to plans furnished	.....		177
178. Number of sewage-disposal systems installed this year according to plans furnished	.....		178
179. Number of water systems installed this year according to plans furnished	.....		179
180. Number of heating systems installed this year according to plans furnished	.....		180
181. Number of lighting systems installed this year according to plans furnished	.....		181
182. Number of farms on which buildings other than dwellings were constructed or remodeled this year according to plans furnished	.....	9	182
	(a) Barns	.....	
	(b) Hog houses	.....	
	(c) Poultry houses	9	183
	(d) Silos	.....	
	(e) Other	.....	
183. Number of buildings involved in preceding question	.....		183
184. Number of farms clearing land of stumps or boulders this year	.....		184
185. Acres of land so cleared	.....		185
186. Total number of different farms adopting improved practices relative to the rural-engineering work reported on this page	.....	15	186

[Use space below to include other important data relating to rural engineering.]

## AGRICULTURAL ECONOMICS

Report only this year's extension activities and results that are supported by records.

## FARM MANAGEMENT.

187. Number of method demonstrations given.....	187
188. Number of farm-account books distributed this year.....	188
189. Number of farmers keeping records in such account books throughout the year.....	189
190. Number of farmers assisted in summarizing and interpreting their accounts.....	190
191. Number of farmers making changes in their business as result of keeping accounts.....	191
192. Number of other farmers adopting cropping, livestock, or complete farming systems this year according to recommendations.....	192
193. Number of junior farm-management clubs <sup>1</sup> .....	193
194. Number of members enrolled.....	194
(a) Boys.....	
(b) Girls.....	195
195. Number of members completing.....	
(a) Boys.....	195
(b) Girls.....	
196. Number of farmers advised relative to leases this year.....	196
197. Number of farm-management and farm-account schools held this year.....	197
198. Number of farmers assisted in keeping cost-of-production records this year.....	198
199. Total number of different farms adopting improved practices relative to the farm-management work reported on this page.....	199

## CREDIT.

200. Number of farm-loan or other credit associations organized this year with assistance of extension service.....	200
201. Membership in above associations.....	201
202. Number of other farmers assisted in obtaining credit.....	202

## MARKETING.

203. Number of method demonstrations given.....	203
204. List below the cooperative-marketing associations organized during this year upon suggestion or with counsel of the extension service.	204

(a) Name of association or group.	(b) Number of members.	Supplies and products handled.	Supplies purchased.		Products sold.	
			(c) Value.	(d) Savings.	(e) Value.	(f) Profit.
.....	.....	.....	\$.....	\$.....	\$.....	\$.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
<b>TOTAL</b>	.....	.....	.....	.....	.....	.....

<sup>1</sup> Branch which do not organize clubs on a project basis should not report on this question but should report on enrollment and completion.

## AGRICULTURAL ECONOMICS—Continued.

Report only this year's extension activities and results that are supported by records.

205. List below this year's results in connection with the cooperative-marketing associations in the county previously organized and with which the extension service counseled or advised.

(a) Name of association or group.	(b) Number of members.	Supplies and products handled.	Supplies purchased.		Products sold.	
			(c) Value.	(d) Savings.	(e) Value.	(f) Profit.
			\$	\$	\$	\$
<b>TOTAL</b>						

205. Total number of different farms adopting improved marketing practices (include entries for questions 204 (b) and 205 (b) less duplications plus other farms not in cooperative associations) \_\_\_\_\_ 205

## COMMUNITY ACTIVITIES AND MISCELLANEOUS.

Report only this year's extension activities and results that are supported by records.

Use this space to include work on any other agricultural project not included in the preceding pages, such as beekeeping, and similar work, i. e., any other information that can be reported statistically and that will help to give a complete account of the year's work.

Item.	(a) Beekeeping.	(b) <sup>1</sup>	(c) <sup>2</sup>	
206. Number of method demonstrations given.				206
207. Number of adult result demonstrations started or under way.				207
208. Number of result demonstrations completed or carried through the year.				208
209. Number of units in these completed demonstrations				209
210. Number of junior clubs <sup>3</sup> .				210
211. Number of members enrolled.	(a) Boys			211
	(b) Girls			
212. Number of members completing.	(a) Boys			212
	(b) Girls			
213. Number of units involved in junior club work completed.				213
214. Total number of different farms adopting improved practices relative to the miscellaneous work reported on this page.				214
[Use space below to include other important data relating to miscellaneous work.]				

<sup>1</sup> Include name over column.<sup>2</sup> State which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## HOME-DEMONSTRATION WORK.

## FOODS.

Report only this year's extension activities and results that are supported by records.

## FOOD PREPARATION.

215. Number of project clubs or groups <sup>1</sup> .....	(a) Women.....	} 215
	(b) Juniors.....	
216. Number of members enrolled in food preparation.....	(a) Women.....	} 216
	(b) Girls.....	
	(c) Boys.....	
217. Number of members completing <sup>2</sup> .....	(a) Women.....	} 217
	(b) Girls.....	
	(c) Boys.....	
218. Number of method demonstrations given. (See definition 6, page 3.).....		218
219. Number of result demonstrations started or under way. (See definition 6, page 3.).....	(a) Women.....	} 219
	(b) Girls.....	
	(c) Boys.....	
220. Number of result demonstrations completed or carried through the year.....	(a) Women.....	} 220
	(b) Girls.....	
	(c) Boys.....	
221. Number of individuals adopting improved practices in bread making this year.....	(a) Women.....	} 221
	(b) Girls.....	
	(c) Boys.....	
222. Number of individuals adopting improved practices in meat cookery this year.....	(a) Women.....	} 222
	(b) Girls.....	
	(c) Boys.....	
223. Number of individuals adopting improved practices in vegetable cookery this year.....	(a) Women.....	} 223
	(b) Girls.....	
	(c) Boys.....	
224. Number of individuals adopting improved practices in preparation of dairy-product dishes this year.....	(a) Women.....	} 224
	(b) Girls.....	
	(c) Boys.....	
225. Number of individuals adopting improved practices in meal preparation and service this year.....	(a) Women.....	} 225
	(b) Girls.....	
	(c) Boys.....	
226. Number of homes budgeting the family food supply for the first time.....		226
227. Total number of different homes adopting improved practices relative to the food-preparation work reported on this page. (Include entries for questions 220, 221, 222, 223, 224, 225, and 226 less duplications.).....		227

[Use space below to include other important data relating to food preparation.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.  
<sup>2</sup> Include those who have finished the work undertaken, or such portion of it as it was planned to finish during the report year.

## FOODS—Continued.

Report only this year's extension activities and results that are supported by records.

## FOOD PRESERVATION.

228. Number of project clubs or groups <sup>1</sup> .....	(a) Women.....	_____	} 228
	(b) Juniors.....	_____	
229. Number of members enrolled in food preservation.....	(a) Women.....	_____	} 229
	(b) Girls.....	_____	
	(c) Boys.....	_____	
230. Number of members completing.....	(a) Women.....	_____	} 230
	(b) Girls.....	_____	
	(c) Boys.....	_____	
231. Number of method demonstrations given.....	(a) Women.....	_____	} 231
	(b) Girls.....	_____	
	(c) Boys.....	_____	
232. Number of result demonstrations started or under way.....	(a) Women.....	_____	} 232
	(b) Girls.....	_____	
	(c) Boys.....	_____	
233. Number of result demonstrations completed or carried through the year.....	(a) Women.....	_____	} 233
	(b) Girls.....	_____	
	(c) Boys.....	_____	
234. Number of individuals adopting improved practices in preserving fruits and vegetables this year.....	(a) Women.....	_____	} 234
	(b) Girls.....	_____	
	(c) Boys.....	_____	
235. Number of individuals adopting improved practices in preserving meats and fish this year.....	(a) Women.....	_____	} 235
	(b) Girls.....	_____	
	(c) Boys.....	_____	
236. Number of homes providing better food storage for the first time.....			236
237. Total number of different homes adopting improved practices relative to the food-preservation work reported on this page.....			237
238. List below amount of food preserved by club members completing:			238

Kind of food.	(1) Women.	(2) Girls.	(3) Boys.
(a) Fruits and vegetables canned.....	quarts.....		
(b) Meats and fish canned.....	quarts.....		
(c) Jelly and preserves made.....	quarts.....		
(d) Fruit juices made.....	quarts.....		
(e) Pickles made.....	quarts.....		
(f) Fruits and vegetables dried.....	pounds <sup>2</sup> .....		
(g) Meats cured.....	pounds <sup>2</sup> .....		

[Use space below to include other important data relating to food preservation.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.<sup>2</sup> Finished product.

## NUTRITION.

Report only this year's extension activities and results that are supported by records.

239. Number of project clubs or groups <sup>1</sup> .....	(a) Women.....	} 239
	(b) Juniors.....	
240. Number of members enrolled in nutrition.....	(a) Women.....	} 240
	(b) Girls.....	
	(c) Boys.....	
241. Number of members completing.....	(a) Women.....	} 241
	(b) Girls.....	
	(c) Boys.....	
242. Number of method demonstrations given.....		242
243. Number of result demonstrations started or under way.....	(a) Women.....	} 243
	(b) Girls.....	
	(c) Boys.....	
244. Number of result demonstrations completed or carried through the year.....	(a) Women.....	} 244
	(b) Girls.....	
	(c) Boys.....	
245. Number of individuals balancing family meals according to approved methods for the first time.....	(a) Women.....	} 245
	(b) Girls.....	
	(c) Boys.....	
246. Number of individuals preparing better school lunches for the first time.....	(a) Women.....	} 246
	(b) Girls.....	
	(c) Boys.....	
247. Number of schools induced to serve a hot dish or school lunch for the first time.....		247
248. Number of children involved in preceding question.....		248
249. Number of homes carrying out improved practices in child feeding for the first time.....		249
250. Number of children involved in preceding question.....		250
251. Total number of different homes adopting improved practices relative to the nutrition work reported on this page.....		251

[Use space below to include other important data relating to nutrition.]

<sup>1</sup> Clubs which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## CLOTHING.

Report only this year's extension activities and results that are supported by records.

252. Number of project clubs or groups <sup>1</sup> .....	(a) Women .....	_____	252
	(b) Juniors .....	_____	
	(a) Women .....	_____	253
253. Number of members enrolled in clothing work.....	(b) Girls .....	_____	
	(c) Boys .....	_____	
	(a) Women .....	_____	254
254. Number of members completing.....	(b) Girls .....	_____	
	(c) Boys .....	_____	
255. Number of method demonstrations given.....		_____	255
	(a) Women .....	_____	256
256. Number of result demonstrations started or under way.....	(b) Girls .....	_____	
	(c) Boys .....	_____	
	(a) Women .....	_____	257
257. Number of result demonstrations completed or carried through the year.....	(b) Girls .....	_____	
	(c) Boys .....	_____	
	(a) Women .....	_____	258
258. Number of individuals adopting improved practices in selection and construction.....	(b) Girls .....	_____	
	(c) Boys .....	_____	
	(a) Women .....	_____	259
259. Number of individuals adopting improved practices in renovation and remodeling.....	(b) Girls .....	_____	
	(c) Boys .....	_____	
	(a) Women .....	_____	260
260. Number of individuals adopting improved practices in millinery.....	(b) Girls .....	_____	
	(a) Women .....	_____	261
261. Number of individuals adopting improved practices in costume designing.....	(b) Girls .....	_____	
	(a) Women .....	_____	262
262. Number of individuals adopting improved practices in infant wardrobe planning.....	(b) Girls .....	_____	
	(a) Women .....	_____	263
263. Number of individuals adopting improved practices in children's wardrobe planning.....	(b) Girls .....	_____	
	(a) Women .....	_____	264
264. Number of individuals adopting improved practices in adult wardrobe planning.....	(b) Girls .....	_____	
265. Total number of different homes adopting improved practices relative to the clothing work reported on this page.....		_____	265
	(a) Women .....	_____	266
266. Number of dress forms made this year by.....	(b) Girls .....	_____	
	(a) Women .....	_____	267
267. Number of dresses and coats made this year by.....	(b) Girls .....	_____	
	(a) Women .....	_____	268
268. Number of undergarments made this year by.....	(b) Girls .....	_____	
	(a) Women .....	_____	269
269. Number of hats made this year by.....	(b) Girls .....	_____	

[Use space below to include other important data relating to clothing.]

<sup>1</sup> Units which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## HOME MANAGEMENT.

Report only this year's extension activities and results that are supported by records.

270. Number of project clubs or groups:	(a) Women	270
	(b) Juniors	
271. Number of members enrolled in home management	(a) Women	271
	(b) Girls	
	(c) Boys	
272. Number of members completing	(a) Women	272
	(b) Girls	
	(c) Boys	
273. Number of method demonstrations given		273
274. Number of result demonstrations started or under way	(a) Women	274
	(b) Girls	
275. Number of result demonstrations completed or carried through the year	(a) Women	275
	(b) Girls	
276. Number of individuals following a systematized plan of household work for the first time	(a) Women	276
	(b) Girls	
277. Number of homes obtaining additional labor-saving equipment this year		277
278. Number of kitchens planned and rearranged for convenience this year		278
279. Number of individuals following improved laundry practices for the first time	(a) Women	279
	(b) Girls	
280. Number of individuals making budgets and keeping accounts for the first time	(a) Women	280
	(b) Girls	
281. Total number of different homes adopting improved practices relative to the home-management work reported on this page		281
282. List below the number of labor-saving appliances involved in question 277:		282
(a) Hand washing machines	(f) Kitchen cabinets	
(b) Power washing machines	(g) Electric or gasoline irons	
(c) Fireless cookers	(h) _____	
(d) Kitchen sinks	(i) _____	
(e) Power vacuum cleaners	(j) _____	

[Use space below to include other important data relating to home management.]

\* Clubs which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## HOUSE FURNISHINGS.

Report only this year's extension activities and results that are supported by records.

283. Number of project clubs or groups <sup>1</sup> .....	(a) Women.....	283
	(b) Juniors.....	
284. Number of members enrolled in house furnishings.....	(a) Women.....	284
	(b) Girls.....	
	(c) Boys.....	
285. Number of members completing .....	(a) Women.....	285
	(b) Girls.....	
	(c) Boys.....	
286. Number of method demonstrations given.....		286
287. Number of result demonstrations started or under way.....	(a) Women.....	287
	(b) Girls.....	
	(c) Boys.....	
288. Number of result demonstrations completed or carried through the year.....	(a) Women.....	288
	(b) Girls.....	
	(c) Boys.....	
289. Number of individuals adopting improved practices in selection and arrangement of furnishings this year.....	(a) Women.....	289
	(b) Girls.....	
	(c) Boys.....	
290. Number of individuals adopting improved practices in the repairing and remodeling of furnishings this year.....	(a) Women.....	290
	(b) Girls.....	
	(c) Boys.....	
291. Number of individuals adopting improved practices in wall, woodwork, and floor treatment this year.....	(a) Women.....	291
	(b) Girls.....	
	(c) Boys.....	
292. Number of rooms involved in questions 289, 290, and 291.....	(a) Bedrooms.....	292
	(b) Living rooms.....	
	(c) Dining rooms.....	
	(d) Other rooms.....	
293. Total number of different homes adopting improved practices relative to the house-furnishing work reported on this page.....		293

[Use space below to include other important data relating to house furnishings.]

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<sup>1</sup> Clubs which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## HOME HEALTH—SANITATION.

Report only this year's extension activities and results that are supported by records.

294. Number of project clubs or groups <sup>1</sup> .....	(a) Women .....	} 294
	(b) Juniors .....	
295. Number of members enrolled in home health and sanitation .....	(a) Women .....	} 295
	(b) Girls .....	
	(c) Boys .....	
296. Number of members completing .....	(a) Women .....	} 296
	(b) Girls .....	
	(c) Boys .....	
297. Number of method demonstrations given .....		297
298. Number of result demonstrations started or under way .....	(a) Women .....	} 298
	(b) Girls .....	
	(c) Boys .....	
299. Number of result demonstrations completed or carried through the year .....	(a) Women .....	} 299
	(b) Girls .....	
	(c) Boys .....	

HEALTH.<sup>2</sup>

300. Number of homes adopting recommended health practices this year .....		300
301. Number of individuals adopting recommended practices in—		301
(a) Use of health score card .....	(f) Care of skin and hair .....	
(b) Good posture .....	(g) Home nursing .....	
(c) Prevention of colds .....	(h) First aid .....	
(d) Good elimination .....	(i) .....	
(e) Care of teeth .....	(j) .....	

302. Is your health program coordinated with the work of State and county health authorities? .....	(a) Yes .....	} 302
	(b) No .....	

## SANITATION.

303. Number of homes installing sanitary closets or outhouses this year according to plans furnished .....		303
304. Number of homes screened for the first time .....		304
305. Number of homes following other methods of controlling flies, mosquitoes, and other insects for the first time .....		305
306. Total number of different homes adopting improved practices relative to the sanitation work reported on this page .....		306

[Use space below to include other important data relating to home health and sanitation.]

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<sup>1</sup> Clubs which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

<sup>2</sup> It is assumed that this work is conducted in cooperation with State and county health authorities.

## RURAL ENGINEERING—HOME.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on page 16.

307. Number of method demonstrations given.....	307
308. Number of result demonstrations started or under way.....	308
309. Number of result demonstrations completed or carried through the year.....	309
310. Number of dwellings constructed this year according to plans furnished.....	310
311. Number of dwellings remodeled this year according to plans furnished.....	311
312. Number of sewage-disposal systems installed this year according to plans furnished.....	312
313. Number of water systems installed this year according to plans furnished.....	313
314. Number of heating systems installed this year according to plans furnished.....	314
315. Number of lighting systems installed this year according to plans furnished.....	315
316. Number of poultry houses constructed this year according to plans furnished.....	316
317. Total number of different homes adopting improved practices relative to the rural-engineering work reported on this page.....	317

[Use space below to include other important data relating to rural engineering.]

## BEAUTIFICATION OF HOME GROUNDS.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on page 12.

318. Number of project clubs or groups <sup>1</sup> .....	(a) Women.....	318
	(b) Juniors.....	
319. Number of members enrolled in beautification of home grounds.....	(a) Women.....	319
	(b) Girls.....	
	(c) Boys.....	
320. Number of members completing.....	(a) Women.....	320
	(b) Girls.....	
	(c) Boys.....	
321. Number of method demonstrations given.....	(a) Women.....	321
	(b) Girls.....	
	(c) Boys.....	
322. Number of result demonstrations started or under way.....	(a) Women.....	322
	(b) Girls.....	
	(c) Boys.....	
323. Number of result demonstrations completed or carried through the year.....	(a) Women.....	323
	(b) Girls.....	
	(c) Boys.....	
324. Number of home grounds planted this year according to a landscape plan.....		324
325. Number of school and community grounds planted this year according to a landscape plan.....		325
326. Number of homes painted or whitewashed this year as a result of instruction in beautification.....		326
327. Total number of different homes beautifying home grounds this year.....		327

[Use space below to include other important data relating to beautification of home grounds.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## HOME GARDENS.

Report only this year's extension activities and results that are supported by records.  
Do not list information which has been previously reported on page 12.

328. Number of project clubs or groups	(a) Women	328
	(b) Juniors	
329. Number of members enrolled in home gardens	(a) Women	329
	(b) Girls	
	(c) Boys	
330. Number of members completing	(a) Women	330
	(b) Girls	
	(c) Boys	
331. Number of method demonstrations given		331
332. Number of result demonstrations started or under way	(a) Women	332
	(b) Girls	
	(c) Boys	
333. Number of result demonstrations completed or carried through the year	(a) Women	333
	(b) Girls	
	(c) Boys	
334. Number of gardens involved in result demonstrations	(a) Women	334
	(b) Girls	
	(c) Boys	
335. Number of individuals adopting improved practices in growing fruit trees this year	(a) Women	335
	(b) Girls	
	(c) Boys	
336. Number of individuals adopting improved practices in growing bush and small fruits this year	(a) Women	336
	(b) Girls	
	(c) Boys	
337. Number of individuals adopting improved practices in growing grapes this year	(a) Women	337
	(b) Girls	
	(c) Boys	
338. Number of individuals adopting improved practices in growing vegetables this year	(a) Women	338
	(b) Girls	
	(c) Boys	
339. Number of individuals saving improved stock or seed for the first time	(a) Women	339
	(b) Girls	
	(c) Boys	
340. Number of homes spraying or otherwise treating garden crops for diseases and insect pests for the first time		340
341. Number of individuals growing winter gardens for the first time	(a) Women	341
	(b) Girls	
	(c) Boys	
342. Total number of different homes adopting improved practices relative to the home-garden work reported on this page		342

[Use space below to include other important data relating to home gardens.]

\* States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## HOME POULTRY.

Report only this year's extension activities and results that are supported by records.  
Do not list information which has been previously reported on pages 14 and 15.

343. Number of project clubs or groups	(a) Women	343
	(b) Juniors	
344. Number of members enrolled in home poultry	(a) Women	344
	(b) Girls	
	(c) Boys	
345. Number of members completing	(a) Women	345
	(b) Girls	
	(c) Boys	
346. Number of method demonstrations given		346
347. Number of result demonstrations started or under way	(a) Women	347
	(b) Girls	
	(c) Boys	
348. Number of result demonstrations completed or carried through the year	(a) Women	348
	(b) Girls	
	(c) Boys	
349. Number of birds in result demonstrations raised or managed by	(a) Women	349
	(b) Girls	
	(c) Boys	
350. Total profit on result demonstrations conducted by	(a) Women	350
	(b) Girls	
	(c) Boys	
351. Number of individuals culling flocks for the first time	(a) Women	351
	(b) Girls	
	(c) Boys	
352. Number of homes culling flocks for the first time		352
353. Number of birds in these flocks		353
354. Number of birds discarded		354
355. Number of homes feeding better-balanced poultry rations for the first time		355
356. Number of individuals assisted in obtaining standard-bred eggs for hatching this year	(a) Women	356
	(b) Girls	
	(c) Boys	
357. Number of homes assisted in obtaining standard-bred cockerels this year		357
358. Number of individuals adopting improved practices in early hatching and chick rearing this year	(a) Women	358
	(b) Girls	
	(c) Boys	
359. Number of homes directly assisted in increasing the family income this year through poultry		359
360. Number of homes controlling poultry insects for the first time		360
361. Total number of different homes adopting improved practices relative to the home-poultry work reported on this page		361

[Use space below to include other important data relating to home poultry.]

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\* States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## HOME DAIRY.

Report only this year's extension activities and results that are supported by records.  
Do not list information which has been previously reported on pages 14 and 15.

362. Number of project clubs or groups <sup>1</sup> .....	(a) Women .....	362
	(b) Juniors .....	
363. Number of members enrolled in home-dairy work .....	(a) Women .....	363
	(b) Girls .....	
	(c) Boys .....	
364. Number of members completing .....	(a) Women .....	364
	(b) Girls .....	
	(c) Boys .....	
365. Number of method demonstrations given .....		365
366. Number of result demonstrations started or under way .....	(a) Women .....	366
	(b) Girls .....	
	(c) Boys .....	
367. Number of result demonstrations completed or carried through the year .....	(a) Women .....	367
	(b) Girls .....	
	(c) Boys .....	
368. Number of cows or calves in result demonstrations raised or managed by .....	(a) Women .....	368
	(b) Girls .....	
	(c) Boys .....	
369. Number of homes feeding better dairy rations for the first time .....		369
370. Number of homes adopting better practices in the sanitary production and care of milk this year. ....		370
371. Number of homes adopting better practices in butter or cheese making this year. ....		371
372. Number of pounds of butter made .....		372
373. Number of pounds of cheese made .....		373
374. Total number of different homes adopting improved practices relative to the home-dairy work reported on this page .....		374

[Use space below to list other important data relative to home dairying.]

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<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

## HOME MARKETING.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on pages 17 and 18.

375. Number of method demonstrations given \_\_\_\_\_ 375

376. List below the cooperative-marketing associations organized during this year upon suggestion and counsel of the Extension Service. \_\_\_\_\_ 376

(a) Name of association or group.	(b) Number of members.	Products sold.		Supplies purchased.	
		(c) Value.	(d) Profit.	(e) Value.	(f) Savings.
Curb or bazaar markets.		\$ _____	\$ _____	\$ _____	\$ _____
Egg circles.					
<b>TOTAL.</b>					

377. List below this year's results in connection with the cooperative-marketing associations in the county previously organized and with which the Extension Service counseled or advised. \_\_\_\_\_ 377

(a) Name of association or group.	(b) Number of members.	Products sold.		Supplies purchased.	
		(c) Value.	(d) Profit.	(e) Value.	(f) Savings.
Curb or bazaar markets.		\$ _____	\$ _____	\$ _____	\$ _____
Egg circles.					
<b>TOTAL.</b>					

378. Number of homes standardizing and grading products for markets: \_\_\_\_\_ 378

(a) Poultry and poultry products. \_\_\_\_\_ (d) Fruits and vegetables. \_\_\_\_\_

(b) Canned goods. \_\_\_\_\_ (e) \_\_\_\_\_

(c) Dairy products. \_\_\_\_\_ (f) \_\_\_\_\_

379. Total number of different homes adopting improved marketing practices (include entries for questions 376 (b) and 377 (b) less duplications plus other homes not in cooperative associations) \_\_\_\_\_ 379

[Use space below to list the principal products handled in cooperative marketing associations reported above.]

## COMMUNITY ACTIVITIES AND MISCELLANEOUS—HOME.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on page 15.

Use this page to include work on any other home-economics project not included in the preceding pages, such as recreation, basket making, and similar work, i. e., any other information that can be reported statistically and that will help to give a complete account of the year's work.

Item.	(a) <sup>1</sup>	(b) <sup>2</sup>	(c) <sup>3</sup>
379. Number of project clubs or groups *	(a) Women		379
	(b) Juniors		
380. Number of members enrolled	(a) Women		380
	(b) Girls		
	(c) Boys		
381. Number of members completing	(a) Women		381
	(b) Girls		
	(c) Boys		
382. Number of method demonstrations given			382
383. Number of result demonstrations started or under way	(a) Women		383
	(b) Girls		
	(c) Boys		
384. Number of result demonstrations completed or carried through the year	(a) Women		384
	(b) Girls		
	(c) Boys		
385. Number of units involved in such result demonstrations	(a) Women		385
	(b) Girls		
	(c) Boys		
386. Total number of different homes adopting improved practices relative to the miscellaneous work reported on this page.			386
[Use space below to include other important data relating to miscellaneous work.]			

<sup>1</sup> Indicate name over column.<sup>2</sup> Clubs which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.