

VIRGINIA

HENRICO COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

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REPORT FILES  
EXTENSION WORK

COUNTY AGENT'S NARRATIVE REPORT

for

DECEMBER 1, 1941 to NOVEMBER 30, 1942

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HENRICO COUNTY, VIRGINIA

*Henry E. Hutcheson*

Henry E. Hutcheson  
County Agent

COUNTY AGENT ANNUAL REPORT

Henrico Court House  
Richmond, Virginia

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## I - AGRICULTURE IN HENRICO COUNTY, VIRGINIA

The county of Henrico, one of the original shires of colonial Virginia, lies along the James River at its fall line. It surrounds most of the city of Richmond, the state capital and the county seat. The area is 248 square miles, the population is 27,000, the number of farms is 1,071, the farm population is around 6,000. Approximately 700 of the farm families rely on their farms for a living; the rest are subsistence farms. The county was a pioneer in the county manager form of government, and is well governed.

The best soils in Henrico lie along the shores of the James and the Chickahominy rivers, which form the north and south boundaries respectively. Wickham is the best of these soils. Norfolk series soils predominate in the east-central farms, and Piedmont soils from granite - derived series are mingled in the western farms. These soils are relatively poor for agriculture.

For all its small area and few farms, Henrico is the third county in Virginia in the value of dairy products sold. Forty-eight percent of the milk sold in Richmond in 1942 was produced on 42 farms in this county. Henrico ranks fourth in Virginia in the number of eggs produced. Beef cattle and hog production have grown rapidly recently. Truck crops are produced on 125 farms.

Richmond receives practically all the farm-products of Henrico, with the exception of some poultry products sold on northern markets.

## II - PROJECT ACTIVITY

Goal - G

Result - R

### A - ORGANIZATION

- G. Follow the plans of the Henrico County Board of Agriculture; support and use the neighborhood leader system.
- R. This was done in all of our work. The neighborhood leader system was developed early in January, with 189 neighborhoods in 6 communities. Seven programs were carried to our people by the leaders.
- G. Plan and carry out 4-H club work through the Henrico County 4-H Council.
- R. Complete plans for the county and every club were made at the first of the year by the council. Most of them were carried out, but wartime necessity prevented those involving travel.
- G. Co-ordinate agricultural programs through the County Professional Worker's Council, and the County USDA War Board.
- R. This was done with good cooperation from personnel living in the county. Monthly meetings were held, programs were advanced through joint action. The USDA War Board organized early in the year, functioned on all war programs.
- G. Support the work of the Henrico Dairy Herd Improvement Association.
- R. The association was further strengthened this year, and most members drew heavily on information available through the Extension Service.
- G. Assist with the program of the Beef Cattle Producer's Association.
- R. The agent conferred with beef producers frequently, helped with sales, management, and publicity. This was the best year yet experienced.
- G. Study and work on poultry problems with the poultry industry committee.
- R. Three marketing, production, and hatchery conferences were held, and the committee assisted with the problems arising.

- G. Work closely with the County Civilian Defense Program to assist farm and other county people.
- R. The agent became Civilian Mobilization Chief for the county O.C.D. organization, directed the scrap salvage drives, and kept farm people advised on pertinent problems of defense.

B - AGRONOMY

- G. Assist farmers with seed problems.
- R. Twenty-eight were assisted with seed strains, 78 with winter legume seeds, 85 with soybean seed, and 25 with vegetable seeds.
- G. Follow the Food For Freedom program for field crops, particularly for home needs.
- R. Soybean production rose from 650 to 3,000 acres, and a bumper crop of dairy and livestock feed was produced. Farmers met every goal given them.
- G. Cooperate with the work of the James River Soil Conservation District, and assist the personnel.
- R. This was done, and 60 farmers were placed under the program this year, the first for this district. The agent has the complete understanding and cooperation with the personnel, giving educational and advisory assistance in many ways.
- G. Stress crop rotation with emphasis on winter cover crops.
- R. This was done, however, a drought prevented much seeding from being done and ruined much of the legume seedings. Rotations were established on 75 farms, 84 used turned under green manure.
- G. Through the AAA program increase the phosphate and lime used on pastures and legumes.
- R. Farmers spread 386,080 pounds of 20% superphosphate through the AAA, whereas none was spread the year before. They spread 4,012,560 pounds of lime, an increase of 1,012, 560 pounds over the previous year. Most of this went to pastures and legumes.

C - DAIRY AND LIVESTOCK

- G. Survey the livestock and dairy breeders, and replace inferior sires.
- R. This was done. Four dairy bulls, three purebred boars, two beef bulls, and a ram were placed.

- G. Assist DHIA members with feeding and production through herd book analysis.
- R. This was done on 10 farms, and considerable assistance was given in feeding and production.
- G. Hold a Dairy Institute for producers and consumers.
- R. The institute was combined with the poultry institute, emphasizing food for freedom production. Consumer sections were well attended.
- G. Assist dairymen with labor problems.
- R. Fifteen dairymen were assisted with finding men, Selective Service problems, volunteer labor, and labor saving plans.
- G. Promote good swine management, and increase pork production for farmers and 4-H members.
- R. Radio broadcasts, visits, and discussions helped meet this goal. Contacts were maintained with the commercial producers. Four-H members doubled their purebred pig projects.
- G. Hold two beef sales with the Beef Cattle Producer's Association.
- R. The spring fat cattle show and sale was a pronounced success, with great improvements seen in feeding and quality. The fall feeder calf sale was much better this year, with 250 calves offered. Quality and prices were pleasing.
- G. Help livestock men with feeding problems.
- R. This was done on four farms. Advice on feed production and ration was supplied.

D - POULTRY

- G. Hold hatchery-flock owner meetings as travel permits.
- R. Two were held with 135 in attendance.
- G. Promote poultry production to meet increased USDA goals.
- R. This was done by radio, letter, and visits. Twenty-one days were spent on poultry work with farmers and 4-H members.
- G. Hold a poultry institute.
- R. One was held in connection with a dairy institute, promoting food for freedom and poultry consumption.

- G. Broadcast timely poultry information via radio.
- R. Nine broadcasts were devoted to poultry information.
- G. Work on market problems with commercial producers and Richmond poultry product handlers.
- R. A special conference with state, extension, and commercial interests was held, and plans developed.
- G. Encourage 4-H members to establish home poultry flocks.
- R. Poultry projects were held at 46 homes by 4-H members. Home flocks will develop from about 20 of these.

**E - MARKET GARDENS AND SMALL FARMS**

- G. Assist farmers and gardeners with disease and insect problems.
- R. This was done. A large meeting was held with the disease and insect specialist in February. Special information was mailed to growers, and a radio broadcast was made on the subject.
- G. Promote Victory gardens at every home with space enough to grow one.
- R. This project was an outstanding success. A good job was done by the neighborhood leaders of the Board of Agriculture. Urban families in the county were particularly cooperative.
- G. Work with truck growers to produce and market more vegetables and fruits for Richmond needs.
- R. Capacity production on truck farms resulted from the early spring campaign. These vegetables and small fruits helped relieve shortages which shipping space scarcity produced.
- G. Reach part time farmers through community discussion meetings, the AAA, and encourage them to produce food for home needs.
- R. This project was handled through the Board of Agriculture. Only one meeting was held, but five broadcasts were given. Letters and news articles were helpful. The AAA helped many with the grant-of-aid program on many small farms.
- G. Help new farmers who have moved from the city to the county with their problems.
- R. Eight new farmers were assisted in getting started properly. Help was given in setting up good systems of farming before money was invested for equipment, livestock, and supplies.

- G. Promote sane use of farm credit.
- H. Farm credit was not needed to as great an extent as the year before. The FSA client load fell to 25. Farmers were advised to pay up obligations, make only the most necessary new ones, and to buy Treasury War Bonds.
- G. Make use of radio broadcasting facilities in Richmond.
- H. Fifty-two broadcasts were made during the year. Fifteen minute broadcasts each Monday over WBG were delivered by the agent. Topics of current interest were presented. Considerable response from county people has been received. WHRL and WEVA stations were used from time to time.
- G. Cooperate with Richmond newspapers on agricultural news.
- H. A total of 212 news stories was published in the Richmond Times-Dispatch and the Richmond News Leader on the agent's program, and on other farm programs from news submitted by the agent. Reporters visited his office daily for news.
- G. Assist with the programs of the Ruritan club, with county and state organizations in Henrico and Richmond on programs beneficial to farm people.
- H. This was done. The agent served again as agricultural chairman for the Ruritan club, and assisted with club programs. He assisted with six state and district meetings of associations and conferences meeting in Richmond. He worked with the Henrico Welfare Association on county programs and problems. He helped organizations arrange their meetings in Richmond as requested.
- G. Take the lead in the salvage programs.
- H. This was done. Under the agent's direction, the National Scrap Harvest drive in the county netted 1,477,231 pounds of scrap material, standing 5th in the counties of Virginia. A special Salvage banner was awarded the county for its showing by the State Salvage Committee. Scrap sales amounted to \$4,980.00, and the money was donated to the Henrico Red Cross.
- G. Study and give assistance on farm labor.
- H. Twenty-five farms received assistance on farm labor. County employees, 50 strong, volunteered one day's service free to start the program. City workers assisted. Boys at the four high schools gave their services liberally over a period of four weeks. Women and girls desiring to help were lectured to by the agent on the problem. The agent made use of two conferences with prominent farmers - one with Governor Colgate Darden, and the other with Col. Willis F. Neal of Selective Service, to help with the problem. This program was worthwhile, and helped farmers, but it failed to help in many cases.

- G. Assist farmers with Selective Service, rationing, and priority problems, and interpret war programs .
- R. The agent interceded for farmers with the Selective Service boards through the year, writing letters, taking their cases up directly, and advising farmers on how to prepare their papers for the Board. About 100 farmers were assisted with rubber, gasoline, sugar and machinery rationing details. Priorities for buildings, and equipment were explained by radio, by visit, and in conference. Thirty-five farmers were helped. All the war programs have been placed before the farmers in as clear a manner as the agent could, using radio, newspaper, circular letters, meetings, farm and office visits.
- G. Promote farm machinery conservation and repair.
- R. A check list for all machines was developed by the agent during the winter. Machinery dealers were called into conference on survey plans, and all farmers were given copies of the check list. Result - a rush to put all necessary machines in running order. Machinery use was distributed in neighborhoods through the agents efforts. The agent worked closely with the machinery rationing committee.
- G. Assist with the county nutrition program.
- R. This was done, and the committee organized seven nutrition classes at the outset. Others were added later. Nutrition was stressed in practically every extension meeting held during the year.
- G. Simplify and coordinate as far as possible the wartime programs for farm people.
- R. The agent has tried to maintain contact with all programs for rural people, straighten out interpretations, and help people to know their responsibilities, or how to make their plans. City firms handling farm supplies, produce, and other items farmers deal in, have relied on the agent to help them understand wartime laws and rulings affecting their businesses. This project has taken a great deal of the agents time, but has been worthwhile, since he has helped expedite things for the farmer. Since most of these programs are centered in the agent's office, coordination has been more easily accomplished.

G - AGRICULTURAL CONSERVATION PROGRAM

- G. Assist with association's organizations for administration and work.
- R. The agent arranged for the organization meetings, trained the committeemen on how to conduct them, and advised on the problems. He supervised the program in the office, since no chief clerk for the AAA program is employed by the Association. The agent feels that the AAA committeemen leave too much of their work up to him to do.

G. Assist committeemen with educational work, duties, and administration.

R. This has been done. The agent has conducted most of their educational programs, assisted committeemen in carrying out their duties throughout the year, and advised with them on administration. He has made decisions in their absence.

G. Help more farmers understand and use the AAA program.

R. Meetings were held, three radio broadcasts were made, and many letters written to bring out the advantages the AAA program affords. Administrative problems in lime and phosphate hauling and storage contracts held up the 1943 sign-up campaign, so that participation is not expected to come up to usual figures.

G. Help the committeemen to assume their duties.

R. Failure to assume their duties on the part of committeemen is the weakest feature of the association's program. Every effort has been made to strengthen this feature. Farmers here seem to be too busy to take hold. Several of the community committeemen are responding better this year.

### III - ASSISTANCE TO AGRICULTURAL CONSERVATION PROGRAM

The year 1942 was a bounty one in the use of conservation materials in the Henrico A.C.A. There were 371 members participating during the year. They spread a total of 4,012,560 pounds of lime, an increase of 1,012,560 pounds over the previous year. They spread 386,080 pounds of 20% superphosphate secured through the association, whereas none had been secured the year before. One hundred farmers received credit for use of winter legumes and \$4 were paid for turning cover crops. Fifty-four farmers used AAA vetch, and many others used vetch secured from private sources. Improvement in the use of the conservation materials program was very gratifying to the agent. Henrico farmers earned payments, counting materials, amounting to \$14,507.00.

The number of farmers serving as committeemen was increased from eighteen to thirty, and the number of communities increased from three to six. Community committeemen showed considerable improvement in their work, however, AAA committeemen should learn to assume more responsibility if they are ever to carry on their own program.

Administrative work in the office was advanced, when in March the details were placed upon the clerk employed by the association rather than upon the extension agent. This move, instigated by the agent, was made in order to help the AAA assume the responsibility for its own program.

#### IV - ASSISTANCE TO CREDIT AND LOANING AGENCIES

The farm credit situation in Henrico county was improved greatly during the year, in as much as demand for credit fell off considerably. Farmers were able to pay for their expansion to a much larger extent than was anticipated.

The Farm Security Administration's case load was reduced to twenty-five clients, and the district office was moved from Richmond to Toana.

The Richmond Production Credit Association had a good year with good repayment of loans. The office is better organized, and the work has been carried out in a good fashion.

The Federal Land Bank was assisted on many occasions with the relocation of families moved from farms acquired by the government. The army engineers were assisted with securing titles, and in other ways in their land acquisition work of the Richmond Air Base.

The farm credit information was given to farmers throughout the year by radio, and by personal contact. The credit situation in the county continues to be sound and has been misused in very few cases.

V - ASSISTANCE TO FARM SECURITY, SOIL CONSERVATION SERVICE  
AND OTHER PROGRAMS

The agent continued to work with the Farm Security farm and home supervisors, conferring on their problems and giving advice. At present very few farmers other than home use or subsistence farmers are interested in this program in the county. The general level of prosperity has risen to the point where there is little demand for assistance. Most of the farmers who might have been interested are employed in war projects in this area.

The Soil Conservation Service through the James River Soil Conservation District completed its first years work, and sixty farms have been put under the program for five years. The agent worked very closely with the technicians in their recommendations as to type of crops, fertilization, land use, pastures, and forestry. The demand for the services of the District has always kept ahead of the ability of the personnel to keep up with it. Farmers entering the program are impressed and pleased.

The agent, the Soil Conservation Service technicians, and the county planning engineer have begun plans for framing an agricultural zoning ordinance, which will benefit agriculture by reserving the best agricultural lands for agricultural purposes. Plans will be based on types of soil, condition of soil, location and adaptability by agriculture. The nearness to highways, population centers, and other physical factors in the community will be used in making the plans.

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The agent worked very closely with the U. S. Employment Service on farm labor programs. Conferences were held with the officials of the service from time to time. The agent received suggestions helpful in working out the labor problems of the farmers in the county.

The agent worked with Surplus Marketing Administration officials in spreading information on Victory Food specials, and other programs of the administration.

VI - MISCELLANEOUS ASSISTANCE

The largest project undertaken during the year was that of salvaging scrap materials. Henrico county's record was outstanding. The county stood fifth in Virginia in pounds per capita collected. There was a total of 1,477,231 pounds of materials salvaged. A special Salvage banner was awarded for this work which was directed by the agent. There were 189 volunteers who assisted in making a survey of materials to be salvaged. These were collected by county road department trucks, and placed at four central scrap depots. The materials from these depots were hauled into Richmond junk dealer's yards by the county and by twenty U. S. Army trucks complete with soldiers.

The materials salvaged during the National Junk Harvest sold for a total of \$4,809.00. This money was donated to the Henrico Red Cross to buy two ambulances for county use, and one mobile food unit for use in foreign service.

Other scrap drives were carried on through the agent's direction. These included the drive for aluminum, rubber, fats, and two other small scrap metal drives. Four-H members cooperated in all of the drives.

The agent is Defense Mobilization Chief for the county O.C.D. office. Under this program a complete file of all volunteers for defense work was maintained, classified, and indexed by the agent's secretary. About 2,000 cards are kept in active files which yield information on who is willing to assist with the different phases of the civilian defense program.

The agent has charge of the block leader system for the O.S.D. A map coordinating the efforts of the O.C.D. in the block leader system, and the neighborhood leader system in the county Board of Agriculture was prepared by the agent for use under both organizations. This map was based on a serious study of population areas, and land use areas in the county. There are 20,000 people in Henrico, 6,000 of whom are directly dependent upon agriculture for a living. A complexity of the situation made it advisable to devise a system other than the neighborhood leader system for reaching the people. Non-farm settlements throughout the county were blocked out for information is reaching them through the O.C.D. information system.

Early in the winter the agent held a conference with the farm machinery dealers and developed a check list for the repairing of farm machinery. The farmers used this list considerably, and got ahead of a cropping season with repairs. There has been close cooperation between the extension service and the farm machinery dealers in Henrico county.

The farm labor situation received considerable attention from the agent. After the war was declared, and the Selective Service Boards began to draw on farmers and farm labor, a conference was arranged between the War Board, prominent farmers, and the head of the Selective Service system of Virginia, in order to receive a better understanding of what could be expected, since so many more had been drafted. The second conference was held between prominent farmers and the Governor of Virginia on the farm problem. The result is that consideration was given Henrico farmers by both of their local boards.

The main problem in farm labor has been the competition of the government projects and industry. Early in the year four dairy herds were sold due to the scarcity of farm labor. Not much could be done about this, but when fall harvest time came national volunteer clubs were organized by the agent, and sent into the fields. County employees gave one days labor. High school boys, city laborers, and others volunteered to assist with harvesting fall crops. The agent lectured to the Girls' Preparatory School on the farm labor situation on request.

The agent has taken the time to present wartime program information for agriculture to business people in the city who deal with the farmer. They have relied on this office to keep them informed on many of these programs. The city of Richmond has a large number of business firms desiring information, and this project has taken considerable time, however, it has been worthwhile since these companies operate over large territories, and deal with many farmers.

4-H CLUBS

The plans for conducting 4-H club work is based on the county 4-H Council's annual plan of work. The 18 points in the plan are considered goals, and the results are entered after each goal in the following statement.

- G. Secure 90% completion of all projects.
- R. This goal was not reached. The agent could not supervise all the projects due to war work, and to volunteer adult 4-H leaders being called to war, and to war work.
- G. To remain in club work, a members foods and nutrition project must be started by the February meeting, and agricultural project by the April meeting.
- R. This goal was met, members failing to begin their work on time were dropped by the clubs.
- G. The council will hold a county achievement day at Y.M.C.A. October 31st to honor the outstanding club officer, and the winning club in the achievement contest.
- R. The county achievement day was called off, due to transportation difficulties.
- G. Hold a county 4-H Rally Day, July 1, with each club taking part.
- R. This meeting was called off to save gasoline and tires.
- G. Hold a county-wide 4-H club week, April 11-17, boost club work, and to raise money for council requirements. Celebrate the weeks success with two county socials, April 17.
- R. This was done with excellent results. This week was combined with National 4-H Mobilization week. Membership was increased by 30%. The week closed with a special 4-H Victory Day program, attended by 250 4-H members and parents. A program stressing 4-H food production and conservation was held. The members raised \$75.00 for the county 4-H Council to send club members to Jansetown 4-H camp, and to buy achievement awards.

- G. Each club to send one or more official delegates to Jamestown 4-H camp and/or the State Short Course.
- R. This was done. The State Short Course was called off. Henrico sent 83 to Jamestown 4-H camp.
- G. Each club to hold local social and one picnic.
- R. Only eight clubs carried out this goal.
- G. A Council committee must approve all Henrico 4-H project exhibits before entry at the Va. State Fair. All members will be expected to attend the fair on 4-H Day.
- R. The State Fair could not be held this year.
- G. Council to hold three timely meetings.
- R. Two were held.
- G. Council to honor outstanding members in August, possibly with an honor tour.
- R. This tour was called off on account of gasoline rationing.
- G. Henrico to enter a dairy demonstration team and a poultry, crops, and dairy judging team in the state contests.
- R. State contests held at the state fair were not open this year.
- G. Each club to complete a community project.
- R. Five clubs reached this goal.
- G. County agent and men leaders to visit every agricultural project possible.
- R. This was done, but time to do a good job could not be had due to war work.
- G. Each 4-H club member to attend church in his community on Rural Life Sunday, May 17.
- R. Services were held by churches for all clubs on Rural Life Sunday.
- G. Each club to feature freedom in their 1942 programs to select its best demonstration team for the county contest at the Rally Day; winners will receive camp or Short Course scholarships.

- R. This was done with the exception of the demonstration contest. "Let Freedom Ring" was the theme of the year.
- G. All members to save for Defense Stamps and Bonds.
- R. Henrico members bought \$7,235.00 worth of Defense Stamps and Bonds. The clubs also held a scrap salvage drive, and 95,428 pounds of scrap metal, 22,454 pounds of rubber, and 11,644 pounds of scrap paper was salvaged.
- G. All clubs to send 100% of officers to council.
- R. The meetings were well attended, but 100% was not reached.

Henrico continued to lead the state in the number of purebred 4-H dairy projects carried. Special work by the purebred dairy cattle associations was carried out with the members, when cattle club field officers visited the county.

The greatest increase in projects was in gardens, when the Victory Garden drive was put on in the spring. Food for home needs became the rule in club projects.

Interest in club work remains strong. With so many things members and agents have to do in this war year, it is hard to give so much time to 4-H work as should be given. Leaders are hard to get, and time to put on the work is even more difficult.

#### VIII - OUTLOOK AND RECOMMENDATIONS

As the new year begins the agent finds that he is going to war. It will be difficult for the new agent, who is new in extension work, to make contacts and carry on the work at first. Demands on his time will be greater than he will be able to fill. However, the organization in the county is able to advise with him, and extension work and agriculture should be of considerable assistance to the farmers.

The outlook for poultry in Henrico is more favorable than that of anything else due to the labor and price situation. Farmers will increase egg and meat production far in excess of the goals called for by the Secretary of Agriculture.

Dairy production has increased more than twice as much as was called for by the Secretary. Henrico supplies 48% of the milk sold to Richmond consumers, where as only 30% was sold by our farmers at the beginning of last year. Dairy production will be handicapped seriously by the labor shortage. Feed production during the year was exceptionally good, and there was ample feed for dairy production.

Hog production was expected to increase considerably. The increase during 1942 was double of that asked for by the Secretary of Agriculture. Production of forage crops in 1943 and small grains for grain will be increased over the 1942 production due to weather, soil conditions, and increased demand. Farmers are using labor saving crops to a great extent. The production of soybeans may be shorter due to an insufficiency of combines for harvesting the crops.

The number one problem of the agent for 1943 will continue to be the agricultural war program. This is the only means that farmers have of

keeping informed. Of the 3,112 office calls and 2,672 telephone calls received by this office during the past year probably 50% of these have been for information on war programs.

Four-H club work was handicapped seriously through lack of time to develop the program. Confinement to office work brought on by the war reduced the number of project visits that could be made. With a new agent on the job this program will be further handicapped. However, interest is strong, and the desire to produce food is very strong among the boys.

All-in-all, it looks as though the extension program during 1943 will be bigger than ever, and that the program will be able to serve more people in more ways than has been possible before. The number one recommendation is that farmers should continue to produce everything of value to the government, and meet all the goals given to the county for production.

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

## COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Henrico

#### REPORT OF

Margaret M. Lawrence From 12/1/41 to 11/30 1942  
(Name) Home Demonstration Agent

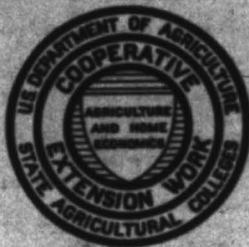
Dorothy Bowen From 7/1/42 to 11/30 1942  
Assistant Home Demonstration Agent

From \_\_\_\_\_ to \_\_\_\_\_ 194     
4-H Club Agent

From \_\_\_\_\_ to \_\_\_\_\_ 194     
Assistant County Agent in charge of Club Work

Henry E. Heston From 12/1/41 to 11/30 1942  
Agricultural Agent

From \_\_\_\_\_ to \_\_\_\_\_ 194     
Assistant Agricultural Agent



READ SUGGESTIONS, PAGES 2 AND 16

Approved: \_\_\_\_\_

Date \_\_\_\_\_ State Extension Director

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

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

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

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

### NARRATIVE SUMMARY

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

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

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

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

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

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

### STATISTICAL SUMMARY

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

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

**GENERAL ACTIVITIES**

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)	
1. Months of service this year (agents and assistants)		12	4	12	XXXXXXXXXX	
2. Days devoted to work with adults <sup>3</sup>		165	54	167	XXXXXXXXXX 259 hrs. 60	
3. Days devoted to work with 4-H Clubs and older youth <sup>3</sup>		127	45	123	XXXXXXXXXX 98 - 4-4	
4. Days in office <sup>4</sup>		78	35	80	XXXXXXXXXX 78.0 hrs. 00	
5. Days in field <sup>4</sup>		214	64	210	XXXXXXXXXX	
6. Number of farm or home visits made in conducting extension work <sup>4</sup>		552	43	335	930 ✓	
7. Number of different farms or homes visited		507	109	146	762 ✓	
8. Number of calls relating to extension work	(1) Office	113	12	3112	3237 ✓	
	(2) Telephone	1899	85	2672	4656 ✓	
9. Number of news articles or stories published <sup>5</sup>		57	1	212	270 ✓	
10. Number of bulletins distributed		1631	342	484	2457 ✓	
11. Number of radio talks broadcast or prepared for broadcasting		16	4	52	72 ✓	
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number	11	3	9	23 ✓
		Total attendance of:				
		(b) Men leaders	35	5	113	153 ✓
	(c) Women leaders	201	52	20	273 ✓	
	(2) 4-H Club and older youth	(a) Number	3		8	11 ✓
Total attendance of:						
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(b) Leaders	38		149	187 ✓
		(a) Number	113	34	58	205 ✓
		(b) Total attendance	2625	483	2045	5153 ✓
	(2) 4-H Club and older youth	(a) Number	131	40	121	292 ✓
		(b) Total attendance	3520	993	6328	10841 ✓
14. Number of adult result demonstrations conducted		483			483 ✓	
15. Meetings held at such result demonstrations	(1) Number	8			8 ✓	
	(2) Total attendance	253			253 ✓	
16. Tours conducted	(1) Adult work	(a) Number	1		1 ✓	
		(b) Total attendance	14		14 ✓	
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
17. Achievement days held	(1) Adult work	1			1 ✓	
	(2) 4-H Club and older youth	95			95 ✓	

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

**GENERAL ACTIVITIES—Continued**

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
18. Encampments held (report attendance for your county only) <sup>1</sup>	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
(2) 4-H Club and older youth	(a) Number	1		1	1	
	(b) Total boys attending	23		23	23	
	(c) Total girls attending	56		56	56	
	(d) Total others attending	5		5	5	
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	73	10	20	103
		(b) Total attendance	4889	235	4795	9919
	(2) 4-H Club and older youth	(a) Number	13	1		14
		(b) Total attendance	753	150		903
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	42	3		45
		(b) Total attendance	763	46		809
	(2) 4-H Club and older youth	(a) Number	11			11
		(b) Total attendance	465			465

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.  
<sup>3</sup> Does not include picnics, rallies, and short courses, which should be reported under question 18.

**SUMMARY OF EXTENSION INFLUENCE THIS YEAR**

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

21. Total number of farms in county (1940 Census)	1070
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	775 ✓
23. Number of farms involved in preceding question which were reached this year for the first time	100 ✓
24. Number of nonfarm families making changes in practices as a result of the agricultural program	4000
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	493 ✓
26. Number of farm homes involved in preceding question that were reached this year for the first time	67 ✓
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	594 ✓
28. Number of other homes involved in preceding question that were reached this year for the first time	113 ✓
29. Number of farm homes with 4-H Club members enrolled	383
30. Number of other homes with 4-H Club members enrolled	249
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	800 (1,456.00)
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	4500 (4843.00)

**EXTENSION ORGANIZATION AND PLANNING**

33. County extension association or committee (includes agricultural councils, home demonstration councils, and 4-H councils or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):
- |                              |                                                      |                         |           |
|------------------------------|------------------------------------------------------|-------------------------|-----------|
| (a) Over-all or general..... | (1) Name <u>Henrico Board of Agriculture</u>         | (2) No. of members..... | <u>28</u> |
| (b) Agricultural.....        | (1) Name .....                                       | (2) No. of members..... | .....     |
| (c) Home demonstration.....  | (1) Name <u>Henrico Home Demonstration Committee</u> | (2) No. of members..... | <u>28</u> |
| (d) 4-H Club.....            | (1) Name <u>Henrico County 4-H Club Council</u>      | (2) No. of members..... | <u>64</u> |
| (e) Older youth.....         | (1) Name <u>Henrico County All-Star Chapter</u>      | (2) No. of members..... | <u>20</u> |
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
- |                       |           |                             |            |                   |           |                      |           |
|-----------------------|-----------|-----------------------------|------------|-------------------|-----------|----------------------|-----------|
| (a) Agricultural..... | <u>25</u> | (b) Home demonstration..... | <u>106</u> | (c) 4-H Club..... | <u>64</u> | (d) Older youth..... | <u>20</u> |
|-----------------------|-----------|-----------------------------|------------|-------------------|-----------|----------------------|-----------|
35. Total number of communities in county..... 6
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 6
37. Number of clubs or other groups organized to carry on adult home demonstration work..... 14
38. Number of members in such clubs or groups..... 508
39. Number of 4-H Clubs. (Same as question 172, page 14)..... 16
40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 185, page 14)..... 2
41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:
- |                     |                |            |                                        |                |           |                           |          |
|---------------------|----------------|------------|----------------------------------------|----------------|-----------|---------------------------|----------|
| (a) Adult work..... | (1) Men.....   | <u>61</u>  | (b) 4-H Club and older youth work..... | (1) Men.....   | <u>5</u>  | (3) Older club boys.....  | <u>2</u> |
|                     | (2) Women..... | <u>236</u> |                                        | (2) Women..... | <u>14</u> | (4) Older club girls..... | <u>1</u> |

**COOPERATIVE AGRICULTURAL PLANNING**

42. Name of the county agricultural planning (land use planning or over-all planning) group, if any, sponsored by the Extension Service County Agricultural Board
43. Number of members of such county agricultural planning group:
- |                                                                                                  |          |                |          |                |       |
|--------------------------------------------------------------------------------------------------|----------|----------------|----------|----------------|-------|
| (a) Unpaid lay members: (1) Men.....                                                             | <u>6</u> | (2) Women..... | <u>6</u> | (3) Youth..... | ..... |
| (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men..... | <u>8</u> | (2) Women..... | <u>8</u> |                |       |
44. Number of communities with agricultural planning committee (land use planning or over-all planning)..... 6
45. Number of members of such community planning committee: (a) Men..... 6 (b) Women..... 6 (c) Youth.....
46. Was a county committee report prepared and released during the year? (a) Yes..... Yes (b) No.....

	Extension organization and planning <sup>1</sup> (a)	County agricultural planning (land use) <sup>1</sup> (b)	Total <sup>1</sup> (c)
37. Days devoted to line of work by—			
(1) Home demonstration agents.....	<u>49</u>	<u>17</u>	<u>66</u>
(2) 4-H Club agents.....	<u>21</u>	<u>35</u>	<u>56</u>
(3) Agricultural agents.....	<u>25</u>	<u>7</u>	<u>32</u>
(4) State extension workers.....	<u>16</u>	<u>5</u>	<u>21</u>
48. Number of planning meetings held.....			
(1) County.....	<u>4</u>	<u>5</u>	<u>9</u>
(2) Community.....	<u>28</u>	<u>18</u>	<u>46</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year.....	<u>306</u>	<u>136</u>	<u>442</u>
50. Days of assistance rendered by voluntary leaders or committeemen.....	<u>2582</u>	<u>900</u>	<u>3482</u>

<sup>1</sup> When extension program planning and county agricultural planning (land use or over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-2000-1

**CROP PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Potatoes	Cotton	Tobacco	Potatoes and other vegetable	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	10	2	5	10	20	0	0	20	5	10
(4) State extension workers	2	1	1	2	2				2	5
52. Number of committees in which work was conducted this year	6	2	6	6	6			6	4	6
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	10									
(2) The use of lime	70	15	25	40	30					20
(3) The use of fertilizers	20		5	5	20			5	4	10
(4) Controlling plant diseases	5		5					2	4	
(5) Controlling injurious insects	5	2						2	2	
(6) Controlling noxious weeds	2	2			10					
(7) Controlling rodents and other animals	2								2	

**LIVESTOCK PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock*
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents	30	10	5	30	2	12	10
(4) State extension workers	5	5	2	2	1	10	5
56. Number of communities in which work was conducted this year	6	5	5	6	4	6	6
57. Number of voluntary local leaders or committeemen assisting this year	5	2	1	8		2	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	10	2	2	12			
(2) Obtaining purebred or high-grade females	18	5	3	35		1	
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX		XXXXX
(4) Improving methods of feeding	6	4	2	20	2		
(5) Controlling external parasites			2		2		
(6) Controlling diseases and internal parasites	5	2	12	40			
(7) Controlling predatory animals							

\* Do not include rabbits, guinea, and fer animals, which should be reported under wildlife conservation.

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	60	2	2
(4) State extension workers.....	20	2	2
63. Number of communities in which work was conducted this year.....	6	2	2
64. Number of voluntary local leaders or committeemen assisting this year.....	5	1	1

**Soil Management—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	
(b) In the use of recommended crop rotations.....	22
(c) With strip cropping.....	4
(d) In constructing terraces.....	
(e) In grading waterways or otherwise preventing or controlling gullies.....	5
(f) With contour farming of cropland.....	3
(g) In otherwise controlling wind or water erosion.....	2
(h) In contouring pasture or range.....	
(i) In the use of cover or green-manure crops.....	
(j) In summer-fallowing.....	
(k) In making depth-of-moisture tests.....	
(l) With drainage.....	2
(m) With irrigation.....	2
(n) With land clearing.....	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

**Forestry—Continued**

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	
(b) In making improved thinnings, weedings, or pruning of forest trees.....	2
(c) With selection cutting.....	2
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	1
68. Number of farmers cooperating this year in prevention of forest fires.....	40

**Wildlife Conservation—Continued**

69. Number of farmers assisted this year in making specific improvements for wildlife.....	2
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\* Include nature study.

**FARM MANAGEMENT**

Include all work with adults, 4-H Club members, and older youth		Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, <sup>1</sup> tenancy, and other management problems	Farm credit (short and long time)	Outlook information
		(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers				11
71. Number of communities in which work was conducted this year		5 6	4 6	5 6	2 6
72. Number of voluntary local leaders or committeemen assisting this year		5	5	5	26
73. Number of farm-survey records taken during the year:	(a) Farm business (b) Enterprise (c) Other				
74. Number of farmers assisted this year in keeping—	(a) Farm inventory (b) General farm records (c) Enterprise records				
75. Number of farmers assisted this year—	(a) In developing a farm plan only (b) In developing a farm and home plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements				
			75. Number of farmers assisted this year—Continued.		
			(e) In getting started in farming, or in re-locating		
			(f) With credit problems (debt adjustment and financial plans)		
			(g) In using "outlook" to make farm adjustments		
			(h) With a farm-income statement for tax purposes		
			(i) With farm-labor problems		
			(j) In developing supplemental sources of income		

**GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE**

Include all work with adults, 4-H Club members, and older youth		Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land, zoning, land development, settlement, public-land management, etc.)	Public finance and service (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustment, rural works programs, etc.)
		(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	6			
77. Number of communities in which work was conducted this year		6	5	5	
78. Number of voluntary local leaders or committeemen assisting this year		6	6	6	
79. Number of tours conducted this year to observe economic and social conditions in various land use areas		136			
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems					
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)					
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year					

<sup>1</sup> Includes all work on farm adjustments conducted in cooperation with AAA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 4 and 9) or to soil management

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Processing of farm and home surplus and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents					5						
(2) 4-H Club agents					3						
(3) Agricultural agents	5	5	10	10				4			10
(4) State extension workers					3						
84. Number of communities in which work was conducted this year	6	6	6	6	6			6			6
85. Number of voluntary local leaders or committeemen assisting this year	5	5	8	8				7			10
86. Number of new cooperatives <sup>2</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>2</sup> assisted during the year											
88. Number of members <sup>2</sup> in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>2</sup>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	30	15	60	37	174			7			43
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$200	\$400	\$2000	\$3500	\$	\$	\$	\$1000	\$	\$	\$2000
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs <sup>3</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs <sup>3</sup> participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs <sup>3</sup> participated in or conducted this year											
97. Number of consumer information programs <sup>3</sup> pertaining to marketing and distribution participated in or conducted this year											7
98. Number of programs <sup>3</sup> relating to marketing services and costs of distribution conducted this year											
99. Number of programs <sup>3</sup> relating to transportation problems conducted this year											
100. Number of programs <sup>3</sup> relating to the specific use of market information conducted this year											6
101. Number of other marketing programs <sup>3</sup> conducted this year (specify)											

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

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

<sup>3</sup> Organized pieces of work.

**HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT**

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents.....	15			
(2) 4-H Club agents.....	4			
(3) Agricultural agents.....				
(4) State extension workers.....	2			
103. Number of communities in which work was conducted this year.....	6			
104. Number of voluntary local leaders or committeemen assisting this year.....	10			

**The House, Furnishings, and Surroundings—Continued**

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	
(b) Remodeling dwellings.....	12
(c) Installing sewage systems.....	
(d) Installing water systems.....	
(e) Installing heating systems.....	
(f) Providing needed storage space.....	63
(g) Rearranging or improving kitchens.....	105
(h) Improving arrangement of rooms (other than kitchens).....	37
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	473
(j) Selecting housefurnishings or equipment (other than electric).....	48
(k) Improving housekeeping methods.....	122
(l) Laundry arrangement.....	
(m) Installing sanitary closets or outhouses.....	
(n) Screening or using other recommended methods of controlling flies or other insects.....	17
(o) Improving home grounds.....	126
(p) Planting windbreaks or shelterbelts.....	

**Rural Electrification—Continued**

106. Number of associations organized or assisted this year to obtain electricity.....	
107. Number of families assisted this year in—	
(a) Obtaining electricity.....	
(b) Selection or use of electric lights or home electrical equipment.....	
(c) Using electricity for income-producing purposes.....	10

**Farm Buildings—Continued**

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

**Farm Mechanical Equipment—Continued**

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

**NUTRITION AND HEALTH**

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	44	<del>61</del> 43	<del>45</del> 35	5
(2) 4-H Club agents	13	27	5	
(3) Agricultural agents				
(4) State extension workers	4	1		
113. Number of communities in which work was conducted this year	6	6	6	6
114. Number of voluntary local leaders or committeemen assisting this year	160	34	44	
115. Number of families assisted this year—				
(a) In improving diets				935
(b) With food preparation				878
(c) In improving food supply by making changes in home food production				2015
(1) Of vegetables				2015
(2) Of fruits				
(3) Of meats				324
(4) Of milk				
(5) Of poultry and eggs				198
(d) With home butchering, meat cutting or curing				87
(e) With butter or cheese making				43
(f) With food-preservation problems				1318
(1) Canning				1042
(2) Freezing				
(3) Drying				615
(4) Storing				508
(g) In producing and preserving home food supply according to annual food-supply budget				743
(h) In canning according to a budget				833
(i) With child-feeding problems				85
(j) In the prevention of colds and other common diseases				1042
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				
(m) In removing fire and accident hazards				510
116. Number of schools assisted this year in establishing or maintaining hot school lunches				26
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				26

**CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE**

Include all work with adults, 4-H Club members, and older youth	Home management <sup>1</sup> — family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—				
(1) Home demonstration agents.....	9	10		12
(2) 4-H Club agents.....		9		1
(3) Agricultural agents.....				
(4) State extension workers.....		1		
119. Number of communities in which work was conducted this year.....	6	6		6
120. Number of voluntary local leaders or committeemen assisting this year.....		16		12

**Home Management—Family Economics—Continued**

121. Number of families assisted this year—	
(a) With time-management problems.....	
(b) With home accounts.....	
(c) With financial planning.....	
(d) In improving use of credit for family living expenses.....	
(e) In developing home industries as a means of supplementing income.....	
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food.....	
(b) Clothing.....	
(c) Housefurnishings and equipment.....	
(d) General household supplies.....	
123. Number of families assisted this year through cooperative associations <sup>2</sup> or individually, with the buying of—	
(a) Food.....	1042
(b) Clothing.....	508
(c) Housefurnishings and equipment.....	543
(d) General household supplies.....	94
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....	60
125. Number of families assisted this year with "making versus buying" decisions.....	508
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....	1042

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

**Clothing and Textiles—Continued**

127. Number of families assisted this year with—	
(a) Clothing-construction problems.....	508
(b) The selection of clothing and textiles.....	508
(c) Care, renovation, remodeling of clothing.....	424
(d) Clothing accounts or budgets.....	427

**Family Relations—Child Development—Continued**

128. Number of families assisted this year—	
(a) With child-development and guidance problems.....	
(b) In improving family relationships.....	
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year.....	
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men.....	
(b) Women.....	
131. Number of children in families represented by such individuals.....	

**Recreation and Community Life—Continued**

132. Number of families assisted this year in improving home recreation.....	733
133. Number of communities assisted this year in improving community recreational facilities.....	6
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs.....	42
135. Number of communities assisted this year in establishing—	
(a) Club or community house.....	
(b) Permanent camp.....	
(c) Community rest rooms.....	
136. Number of communities assisted this year in providing library facilities.....	
137. Number of school or other community grounds improved this year according to recommendations.....	

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

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	3		2		4 1/2	Acres
139. Other cereals	1		1		5	Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes	5		4		8 3/4	Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet	1		1		1	Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	137	184	29	184	49	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	46		8		2,009	Birds
151. Dairy cattle	34		9		9	Animals
152. Beef cattle	3		3		3	Animals
153. Sheep	1		1		0	Animals
154. Swine	44		15		51	Animals
155. Horses and mules						Animals
156. Other livestock	1		0		0	Animals
157. Bees						Colonies
158. Beautification of home grounds					XXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)	1		1		XXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity					{	Articles made
					{	Articles repaired
162. Farm management					XXXXXXXXXXXX	
163. Food selection and preparation		427		404	{	10,240 Meals planned
					{	11,363 Meals served
164. Food preservation		427		404	{	20,172 Quarts canned
165. Health, home nursing, and first aid		427		404	XXXXXXXXXXXX	
166. Clothing		306		306	{	263 Garments made
					{	65 Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement		427		404	{	711 Rooms
					{	510 Articles
169. Home industry, arts and crafts		57		57	{	68 Articles
170. Junior leadership					XXXXXXXXXXXX	
171. All others					XXXXXXXXXXXX	
172. Totals (see footnotes 2 and 3, p. 14)	<del>277</del> 277	2,255	74	2,163	XXXXXXXXXXXX	

4-H CLUB MEMBERSHIP:

173. Number of 4-H Clubs. (Same as question 39)	16
174. Number of different 4-H Club members enrolled	(a) Boys: 230 <sup>v</sup> (b) Girls: 427 <sup>v</sup>
175. Number of different 4-H Club members completing	(a) Boys: 74 (b) Girls: 404
176. Number of different 4-H Club members in school	(a) Boys: 216 <sup>v</sup> (b) Girls: 427 <sup>v</sup>
177. Number of different 4-H Club members out of school	(a) Boys: 14 <sup>v</sup> (b) Girls: _____
178. Number of different 4-H Club members from farm homes	(a) Boys: 105 <sup>v</sup> (b) Girls: 283 <sup>v</sup>
179. Number of different 4-H Club members from nonfarm homes	(a) Boys: 125 <sup>v</sup> (b) Girls: 144 <sup>v</sup>

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By sex	Boys (a)	Girls (b)
1st year	172	240	10 and under	13 <sup>v</sup>	124
2d	43	93	11	54	100
3d	3	56	12	69	75
4th	7	17	13	34	62
5th	2	12	14	22	41
6th	1	4	15	19	13
7th	2	3	16	10	8
8th		0	17	8	4
9th		2	18	1	
10th and over			19		
			20 and over		

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

(a) Judging	(f) Fire and accident prevention	427
(b) Giving demonstrations	(g) Wildlife conservation	
(c) Recreational leadership	(h) Keeping personal accounts	427
(d) Music appreciation	(i) Use of economic information	427
(e) Health		427

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

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

<sup>v</sup> All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.  
<sup>w</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 page 11, minus duplications due to the same boy or girl enrolling on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.  
<sup>x</sup> Same as footnote 2, except that reference is to completions instead of enrollments.

WORK WITH OLDER RURAL YOUTH

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

2

186. Membership in such groups

(a) Young men	9
(b) Young women	36

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men	1	45	4	2	2	5
(2) Young women		21	15	2	10	24

188. Number of meetings of older rural youth extension groups

189. Total attendance at such meetings

190. Number of other older rural youth groups assisted

191. Membership in such groups

(a) Young men	
(b) Young women	

192. Number of older rural youth not in extension or other youth groups assisted

(a) Young men	
(b) Young women	

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

(a) Young men	
(b) Young women	

194. Check columns showing approximate portion of older youth program devoted to—

	Under 10 percent (a)	10-19 percent (b)	20-29 percent (c)	30 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

MISCELLANEOUS

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

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

	Days devoted to line of work by—	Days (a)	4-H Club agents (b)	All other work (c)
196.	(1) Home demonstration agents			
	(2) 4-H Club agents			
	(3) Agricultural agents			
	(4) State extension workers			
196.	Number of communities in which work was conducted this year			
197.	Number of voluntary local leaders or committeemen assisting this year			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War program	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
196. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	2	1	
(2) Problems arising from new military camps, munitions plants, and war industries	6		
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	13		
(4) Other war work (including collection of salvage materials)			

COOPERATION WITH OTHER FEDERAL AGENCIES

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

196. Days devoted to line of work by—	War bonds (a)	Critics & Home Agency (b)	Employment Service (c)	Agricultural Administration (d)	War Relocation Authority (e)	War Relocation Authority (f)	War Relocation Authority (g)	War Relocation Authority (h)	War Relocation Authority (i)	War Relocation Authority (j)
(1) Home demonstration agents	1	8					1			2
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year		6								
201. Number of voluntary local leaders or committeemen assisting this year		12								
202. Number of meetings participated in this year by extension workers	2	14								4

\* Includes parades, song-writing, sketching, and other events not reported under specific song or sketch headings.

## TERMINOLOGY

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

### DEFINITIONS OF EXTENSION TERMS

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

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

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

The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.

6. A demonstration meeting is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A result demonstrator is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An admission school is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An extension short course differs from an extension method in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A farm or home visit is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. Farmers (or families) satisfied this year should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
  - (1) Adoption of a recommended practice.
  - (2) Further improvement in a practice previously accepted.
  - (3) Participation in extension activities.
  - (4) Acceptance of leadership responsibility.
  - (5) Or by other evidence of desirable change in behavior.

12. A *f-H Club* is an organized group of boys and/or girls with the objective of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.

13. *f-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.

14. *f-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.

15. A project leader, local leader, or committeeman is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.

16. A leader-training meeting is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.

17. Letters written should include all original letters on official business. (Duplicated letters should not be included.)

18. An office call is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.

19. A plan of work is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.

20. An extension program is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.

21. Records consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.

22. The older rural youth group is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and usually 16 to 25 years of age.