

VIRGINIA

POWHATAM COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

Index		Page
8 e 5.22	Tennessee Valley Authority.....	10
22 c 2.2	County USDA War Board.....	6-8
22 L 1	War Financing-Bonds and Stamps...	6

AM-3

REPORT FILES
EXTENSION WORK

NARRATIVE REPORT
Of The
AGRICULTURAL AGENT

in

Powhatan County
Powhatan, Virginia

COUNTY AGENT ANNUAL REPORT
1942

By

I. B. Wilson, County Agent
W. F. Michaux, Assistant County Agent

TABLE OF CONTENTS

Cover and Title Page Page 1.
Table of Contents Page 2.
Summary of Individual Activities . . . Page 3.

- I. Organizational Objectives**
- II. Cooperation with Other Agencies**
- III. Agronomy**
- IV. Horticulture**
- V. Livestock and Poultry**
- VI. Forestry**
- VII. Food Production Program**
- VIII. Miscellaneous**

1942

SUMMARY OF INDIVIDUAL ACTIVITIES

Days in field	278
Days in office	277
Number of farm visits made	995
Number of different farms visited	320
Number of office calls relating to Extension . .	1382
Number telephone calls	1545
Number news stories published	6
Number of bulletins distributed	580
Number of radio talks given	1
Number of meetings held and attended	168
Number of hogs vaccinated for cholera	237
Number of sheep treated for worms	126
Number of poultry culling demonstrations held . .	12
Number tons 64% Calcium Metaphosphate received for demonstrational purposes	66
Number tons superphosphate received as a grant of aid through the AAA Program	306
Number tons limestone received as a grant of aid through the AAA Program	2484.4
Number tons of State limestone ordered through this office	280
Number days spent on War Effort Work	69.5
Number days spent in cooperation with other Federal Agencies	181

I. Organizational Objectives

A. County Board of Agriculture

We have worked with the cooperation of other agencies in doing everything possible to strengthen the board. The following programs were sponsored by the County Board of Agriculture:

1. Scrap Metal Campaign

The Scrap Metal Campaign was very successful, and the county won a \$500.00 War Bond as second prize in the newspaper contest conducted by the newspapers of the state. Since the contest, a W.P.A. crew has been working in the county collecting scrap, and to date approximately 100 tons has been collected since winning the prize.

2. Victory Gardens

The County Board of Agriculture sponsored Victory Gardens and a one-day county school was held by the Vegetable Specialist of the Extension Division and afterwards two meetings were held in each community. One or more professional workers attended each meeting. 95% of the farmers had a garden, both white and colored.

3. Food For Defense

The County Board of Agriculture sponsored the Food for Defense Program. The community and neighborhood committeemen conducted the educational part of the program by holding meetings and personally talking with their neighbors. Results of the summary showed that hogs would be increased 18%; poultry and eggs, 10%; beef, 15%; milk, 10%; gardens, 10%; barley, oats, and hay; 10%.

4. Repair of Farm Machinery

The community and neighborhood leaders distributed a pamphlet, "The Plow and the Sword", to each person in their neighborhood. All farmers were urged to get repair parts and repair the machinery. The county High School Shop, under the supervision of the agricultural teacher, conducted a farm machinery repair class with satisfactory results.

5. Seven-Point Program

Each of the seven communities held a community meeting on the Seven-Point Program. The spirit in which the farmers took a part in the discussion showed that they were definitely interested in keeping the cost of living down.

6. War Bond Drive

The drive was very successful. The county quota was \$75,000.00 and the bonds sold amounted to \$175,000.00.

7. Bag Conservation Program

The importance of conserving all bags and bagging materials to conserve material was stressed.

There is no shortage of bags in this county.

B. Professional Workers Council

We have worked with the Professional Workers Council in every way possible. There has been no permanent chairman of the council as the policy has been to rotate the chairmanship each meeting so that each person in charge would have a chance to explain his program to the other members as well as discuss timely projects. The relationship of the members has been very cooperative.

C. U.S.D.A. War Board

We have cooperated with the U.S.D.A. War Board in every way possible. The County Agent is secretary. The County U.S.D.A. War Board has asked that the County Board of Agriculture be responsible for putting on the educational programs. We have spent 18 days working with the War Board in its programs. The following is

a list of activities that the War Board has been working on:

1. Farm Construction

Applications for farm construction

2. Rationing Farm Machinery

Appointing committee and working with it.

3. Farm Scrap Campaign

Full report under County Board of Agriculture

4. Farm Truck Transportation Committee

Helping with O.P.A. forms for farm trucks.

5. Scrap Rubber Drive

A letter enclosing a small poster was sent to all service stations and merchants handling gasoline. A circular letter was sent to all people in the county. The campaign was very successful.

6. Bag Conservation Program

7. Soybeans for Oil Campaign

8. Food Production

a. Farm Gardens - year-round gardens,
Goal - 100%, Results - 95% increase

b. Milk - increase by better feeding and care
Goal - 10%, Results - 10% increase

- c. Hogs - increase sows, better management
Goal - 15%, Results - 15% increase
- d. Eggs - increase by better feeding, housing
and management
Goal - 10%, Results - 20% increase
- e. Beef Cattle & Veals - increase as to pasture
and winter feed
Goal - 15%, Results - 100% increase
- f. Corn - increase yield
Goal - 15%, Results - 25% increase,
favorable season and better methods
- g. Oats - increase
Goal - 10%, Results - 10% increase
Spring planting
- h. Hay and Pasture - increase
Goal - 10%, Results - 30% increase
Favorable seasons
- i. Soybeans - 2000 acres, 1000 acres were
planted and 800 acres were harvested.
- j. Barley - Goal 10%, Results - decrease

D. Civilian Defense Council

We have tried to meet with the Civilian Defense Council every time it meets, which is once a month. We have co-operated in every way possible.

E. Local Rationing Board

We used the Extension Office for taking applications for tires and tubes until the Local Rationing Board was authorized to employ a clerk to take care of this. We

have investigated cases whenever we have been called upon to do so. The number investigated to date has been ten (10).

F. Selective Service Board

We have given a detailed report to the Board whenever called upon to do so, and have met with the Board a number of times concerning the deferment of agricultural workers. Thirty-two (32) reports have been made and the Board has about forty (40) cases now that they have asked the agent to report on.

G. Older Youth Clubs

Practically no work has been done with the Older Youth Clubs in the county by the agent.

H. 4-H Clubs

We have done very little work with the 4-H Clubs, but have encouraged dairy, livestock, gardens, and poultry projects.

II. Cooperation with Other Agencies

A. Agricultural Adjustment Administration

We have spent 96 days on the AAA Program. Ground limestone and superphosphate as a grant of aid has been encouraged wherever practical.

B. Soil Conservation Service

We have cooperated with the Soil Technician whenever possible to do so. We have encouraged farmers to sign an "Application For Aid in Planning on the Farm".

C. Tennessee Valley Authority

We have fourteen (14) farm unit demonstrators which have received to date two carloads of calcium metaphosphate. The reports that are coming in from these demonstrators are very enlightening. This phase of the work has done wonders towards better livestock farming in the county.

D. Farm Credit Administration

We have worked with the different Farm Credit Agencies, and have advised farmers on the best means for obtaining credit.

E. Vocational Agriculture

We have worked as closely as possible with the Vocational Agricultural Teacher at all times.

III. Agronomy

A. Pastures

We have fourteen (14) result demonstrations on pastures that include proper seeding mixtures, ground limestone, and superphosphate. Ground limestone and superphosphate as a grant of aid has done more for the improvement of pastures in this county than any other thing.

B. Gardens

Year-round gardens have been stressed. Monthly garden letters have been sent to all white farm families in the

county. A one-day garden school was held by the State Extension Garden Specialist. Sixty (60) were present and much interest was manifested.

C. Small Grains

The planting of barley and oats has been stressed as a substitute for corn while the labor shortage is so serious. Good seed, seed bed and fertilization has been stressed.

D. Hay and Legumes

A campaign was put on encouraging farmers to plant winter legumes consisting of clover and vetch as a means of conserving and manufacturing their own nitrogen. There are three (3) very convincing borax-on-alfalfa result demonstrations in the county. The farmers have been encouraged to save grass seeds wherever possible.

E. Corn

There were six (6) result demonstrations in the county on hybrid corn. They gave a higher yield than the best open pollinated varieties. Certified seed, proper fertilization and cultivation have been stressed.

F. Fertilizers

We have recommended that superphosphate be added to all manures so that the nitrogen will be retained and be better balanced in plant foods. 20% superphosphate and ground limestone have been recommended in all cases for the improvement of pastures. High analysis fertilizers as

recommended by the Agronomy Department have been recommended. 612,100 pounds of superphosphate as a grant of aid was received by the farmers. 132,300 pounds of 64% calcium metaphosphate was received from T.V.A. for demonstrational purposes. This will cause a large increase in crop yields, which will mean thousands of dollars to the farmers.

G. Lime

2,484.4 tons of ground limestone was received as a grant of aid under the AAA Program. This office has ordered 280 tons of ground limestone from the State Plant. We have encouraged the use of lime wherever soils have shown the need.

H. Soybeans

We recommended that soybeans be planted wherever there were facilities for harvesting. Proper varieties, fertilization, inoculation, and cultivation were stressed. A goal of 2000 acres was set for the county; 1000 acres were planted and 800 acres were harvested with a yield of from 20 to 35 bushels per acre.

I. Rotations

A rotation that includes at least one legume and one green manuring crop and a cover crop on all soils where possible, has been recommended.

IV. Horticulture

The only work that has been done on Horticulture has been stressing the importance of a home orchard that includes proper varieties, cultivation, insect and disease control, and pruning.

V. Livestock and Poultry

A. Hogs

We have inoculated 237 hogs for hog cholera on 37 different farms. The importance of summer pastures, parasite control, use of minerals, and a good sire has been stressed.

B. Sheep

The only work that has been done with sheep is parasite control. Whenever called upon to do so we have secured phenothiazine for treating sheep, and have conducted a method demonstration showing how to properly treat the sheep for parasites. 126 sheep have been treated on 4 different farms.

C. Dairy Cattle

A one-day feeding and breeding school was conducted by the Dairy Specialist of the State Extension Division. We have done educational work on establishing small herds for cream production and replacements. The importance of pastures, proper feeding, and dairy herd improvement association testing has been stressed.

D. Beef Cattle

During the year the beef cattle in the county have been increased 100%. The importance of good pastures and plenty of ruffage produced on the farm has been stressed as the pre-requisite for beef cattle.

E. Poultry

There are nine (9) result demonstrations being conducted under the Extension Poultry Specialist. We have encouraged the buying of certified chicks, proper feeding, housing, management, and year-round culling. Wherever there are suitable housing facilities the agent has encouraged the increase of poultry. Twelve (12) method demonstrations on culling have been conducted.

VI. Forestry

Very little work has been done on forestry, but whenever the opportunity was given, the importance of selective cutting and replanting burned-over areas was stressed.

VII. Food Production Program

We have cooperated in all Food Production Programs that have been undertaken in the county. The farmers have been encouraged to increase production by using the facilities available and better methods of management

in the following: Dairy production, poultry and eggs,
beef, pork, vegetables, and soybeans.

VIII. Miscellaneous

We have cooperated at all times with the program of the County Home Demonstration Agent and have had many conferences with her. The Home Demonstration Agent now uses the Extension stenographer one day a week.

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 Powhatan

REPORT OF

Robert R. Dent
(Name) Home Demonstration Agent.
Assistant Home Demonstration Agent.

From December 1 to November 25, 1942

From _____ to _____, 194

From _____ to _____, 194

From _____ to _____, 194

Assistant County Agent in charge of Club Work.

L. B. Wilson
Agricultural Agent.

From Dec. 1, 1941 to Nov. 30, 1942

W. F. Michaels
Assistant Agricultural Agent.

From Dec. 1, 1941 to Nov. 30, 1942



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date: _____

State Extension Director.

85

2

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

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

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

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

NARRATIVE SUMMARY

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

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

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

1. What was attempted—the program as outlined at the beginning of the year.
2. How the work was carried on—the teaching methods employed.
3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. Definite accomplishments, supported by objective evidence.
5. Significance of the year's 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 schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various office sources.
5. Decide upon a few outstanding pieces of work to receive major emphasis.
6. Employ a newspaper style of writing, placing the more important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, circular letters, or other exhibits to illustrate successful teaching methods. Do not make the annual report a scrapbook.

STATISTICAL SUMMARY

Where two or more agents are employed in a county they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. 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 totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included for use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical 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 ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)	113		24	XXXXXXXX
2. Days devoted to work with adults ³	194		516	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ³	111		39	XXXXXXXX
4. Days in office ⁴	105		277	XXXXXXXX
5. Days in field ⁴	200		278	XXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁵	456		995	1451
7. Number of different farms or homes visited	201		320	450
8. Number of calls relating to extension work	(1) Office	499	1382	1881
	(2) Telephone	558	1545	2103
9. Number of news articles or stories published ⁶	19		6	25
10. Number of bulletins distributed	3114		580	3694
11. Number of radio talks broadcast or prepared for broadcasting	(a) Number	9	1	10
	Total attendance of:	9	8	17
12. Training meetings held for local leaders or committeemen	(1) Adult work	✓	57	57
	(b) Men leaders		✓	119
	(c) Women leaders	119		
(2) 4-H Club and older youth	(a) Number	4	0	4
	Total attendance of:			
	(b) Leaders	14	0	14
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	109	38	147
	(b) Total attendance	1245	621	1307
	(2) 4-H Club and older youth	69		69
	(b) Total attendance	795		795
14. Number of adult result demonstrations conducted	121			12
15. Meetings held at such result demonstrations	(1) Number	5		5
	(2) Total attendance	161		161
16. Tours conducted	(1) Adult work	0		0
	(b) Total attendance	0		0
	(2) 4-H Club and older youth	0		0
	(b) Total attendance	0		0
17. Achievement days held	(1) Adult work	1		1
	(b) Total attendance	200		200
	(2) 4-H Club and older youth	0		0
	(b) Total attendance	0		0

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents † (b)	Agricultural agents (c)	County total ‡ (d)
18. Encampments held (report attendance for your county only)§	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total boys attending				
		(c) Total girls attending				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported.	(1) Adult work	(a) Number	74		94	168 ✓
		(b) Total attendance	2706		1668	4374 ✓
	(2) 4-H Club and older youth	(a) Number	25		21	46 ✓
		(b) Total attendance	571		528	1099 ✓
	(1) Adult work	(a) Number	28		6	34 ✓
		(b) Total attendance	520		82	602 ✓
(2) 4-H Club and older youth	(a) Number	9		0	9 ✓	
	(b) Total attendance	146		0	146 ✓	

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

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

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	829 Farms - 481 White and 348 Colored	
22. Number of farms on which changes in practices have definitely resulted from the agricultural program		275
23. Number of farms involved in preceding question which were reached this year for the first time		36
24. Number of nonfarm families making changes in practices as a result of the agricultural program		75
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program		400
26. Number of farm homes involved in preceding question that were reached this year for the first time		75
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program		50
28. Number of other homes involved in preceding question that were reached this year for the first time		30
29. Number of farm homes with 4-H Club members enrolled		68
30. Number of other homes with 4-H Club members enrolled		10
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)		475
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)		50

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 County Board of Agriculture (2) No. of members..... 34
- (b) Agricultural..... (1) Name..... (2) No. of members.....
- (c) Home demonstration..... (1) Name County Home Demonstration Committee (2) No. of members..... 17
- (d) 4-H Club..... (1) Name 4-H Club Council (2) No. of members..... 18
- (e) Older youth..... (1) Name Older Youth Planning Committee (2) No. of members..... 10
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
- (a) Agricultural 82 (b) Home demonstration 45 (c) 4-H Club 20 (d) Older youth 14
35. Total number of communities in county..... 7
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 7
37. Number of clubs or other groups organized to carry on adult home demonstration work..... 11
38. Number of members in such clubs or groups..... 296
39. Number of 4-H Clubs. (Same as question 173, page 14)..... 5
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)..... 3
41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:
- (a) Adult work..... (1) Men 51 (2) Women 78 (b) 4-H Club and older youth work..... (1) Men..... (3) Older club boys..... (2) Women 3 (4) Older club girls..... 7

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 Board of Agriculture
43. Number of members of such county agricultural planning group:
- (a) Unpaid lay members: (1) Men..... (2) Women 10 (3) Youth..... 7
- (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men..... 9 (2) Women..... 3
44. Number of communities with agricultural planning committee (land use planning or over-all planning)..... 7
45. Number of members of such community planning committees: (a) Men..... 51 (b) Women..... 41 (c) Youth..... 7
46. Was a county committee report prepared and released during the year? (a) Yes..... (b) No.....

	Extension organization and planning ¹ (a)	County agricultural planning (land use) ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents.....			<u>6056</u>
(2) 4-H Club agents.....			<u>0</u>
(3) Agricultural agents.....			<u>24</u>
(4) State extension workers.....			<u>0</u>
48. Number of planning meetings held.....	(1) County..... <u>3</u>	(1) County..... <u>3</u>	<u>6</u>
	(2) Community.....	(2) Community.....	<u>28</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year.....			<u>147</u>
50. Days of assistance rendered by voluntary leaders or committeemen.....			<u>495</u>

¹ Where 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). 16-50074-1

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	Pasture	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	19	16	23 1/2	37 1/2	30		7.60		2	22 1/2
(4) State extension workers										
52. Number of committees in which work was conducted this year	7	7	7	7	7		7		7	7
53. Number of voluntary local leaders or committeemen assisting this year					14					
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	50	20	55	145	80				2.5	
(2) The use of lime	175	75	15	375	60					
(3) The use of fertilizers	80	45	15	80	80		35			
(4) Controlling plant diseases	15	40	30				5			
(5) Controlling injurious insects							15			
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock*
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—						10	
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents	24 1/2	17 1/2	6 1/2	39	5	23 1/2	1/2
(4) State extension workers	2					4	
56. Number of communities in which work was conducted this year	7	7	3	7	3	7	1
57. Number of voluntary local leaders or committeemen assisting this year							
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	1	2	2	4			
(2) Obtaining purebred or high-grade females				14			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	2.5	XXXXX
(4) Improving methods of feeding	15	10		25	5	25	
(5) Controlling external parasites				30		2.5	
(6) Controlling diseases and internal parasites			10	10		10	
(7) Controlling predatory animals						0	

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

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) 1
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	57 1/2	5 1/2	2
(4) State extension workers.....	2		
63. Number of communities in which work was conducted this year.....	7	2	1
64. Number of voluntary local leaders or committeemen assisting this year.....	14		

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	35
(b) In the use of recommended crop rotations.....	75
(c) With strip cropping.....	15
(d) In constructing terraces.....	0
(e) In grassing waterways or otherwise preventing or controlling gullies.....	35
(f) With contour farming of cropland.....	15
(g) In otherwise controlling wind or water erosion.....	0
(h) In contouring pasture or range.....	0
(i) In the use of cover or green-manure crops.....	175
(j) In summer-fallowing.....	0
(k) In making depth-of-moisture tests.....	0
(l) With drainage.....	20
(m) With irrigation.....	0
(n) With land clearing.....	0
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	
(b) In making improved thinnings, weedings, or pruning of forest trees.....	
(c) With selection cutting.....	
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	
68. Number of farmers cooperating this year in prevention of forest fires.....	85

Wildlife Conservation—Continued

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

¹ Include nature study.

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment ²
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											8
(2) 4-H Club agents											
(3) Agricultural agents	1/2	1	1	1/2	1/4			1/4			12
(4) State extension workers											
84. Number of communities in which work was conducted this year	1	3	3	1	2			1			4
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives ³ assisted in organizing during the year											
87. Number of established cooperatives ³ assisted during the year											
88. Number of members ³ 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) ⁴	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	2	8	7	4	3						26
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$ 150.	\$ 800.	\$ 1100.	\$ 185.	\$ 75.	\$	\$	\$ 500.	\$	\$	\$ 175.
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² conducted this year (specify)											

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

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

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by--				
(1) Home demonstration agents	20			4
(2) 4-H Club agents				
(3) Agricultural agents			4	4 1/2
(4) State extension workers				
103. Number of communities in which work was conducted this year	7		3	3
104. Number of voluntary local leaders or committeemen assisting this year	7			

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in--	
(a) Constructing dwellings	0
(b) Remodeling dwellings	0
(c) Installing sewage systems	3
(d) Installing water systems	4
(e) Installing heating systems	0
(f) Providing needed storage space	75
(g) Rearranging or improving kitchens	20
(h) Improving arrangement of rooms (other than kitchens)	8
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	6
(j) Selecting housefurnishings or equipment (other than electric)	12
(k) Improving housekeeping methods	0
(l) Laundry arrangement	4
(m) Installing sanitary closets or outhouses	4
(n) Screening or using other recommended methods of controlling flies or other insects	40
(o) Improving home grounds	18
(p) Planting windbreaks or shelterbelts	1

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	0
107. Number of families assisted this year in--	
(a) Obtaining electricity	2
(b) Selection or use of electric lights or home electrical equipment	6
(c) Using electricity for income-producing purposes	1

Farm Buildings—Continued

108. Number of farmers assisted this year in--	
(a) The construction of farm buildings	15
(b) Remodeling or repairing farm buildings	0
(c) Selection or construction of farm-building equipment	0

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in--	
(a) The selection of mechanical equipment	2
(b) Making more efficient use of mechanical equipment	0
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	45
111. Number of gin stands assisted this year in the better ginning of cotton	0

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.....	321	73	37	11
(2) 4-H Club agents.....				
(3) Agricultural agents.....	29 1/2			
(4) State extension workers.....				
113. Number of communities in which work was conducted this year	7			
114. Number of voluntary local leaders or committeemen assisting this year	118			
115. Number of families assisted this year—				
(a) In improving diets.....				400
(b) With food preparation.....				0
(c) In improving food supply by making changes in home food production.....				0
(1) Of vegetables.....				400
(2) Of fruits.....				370
(3) Of meats.....				0
(4) Of milk.....				0
(5) Of poultry and eggs.....				400
(d) With home butchering, meat cutting or curing.....				8
(e) With butter or cheese making.....				74
(f) With food-preservation problems.....				400
(1) Canning.....				400
(2) Freezing.....				0
(3) Drying.....				300
(4) Storing.....				75
(g) In producing and preserving home food supply according to annual food-supply budget.....				70
(A) In canning according to a budget.....				285
(i) With child-feeding problems.....				12
(j) In the prevention of colds and other common diseases.....				285
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.).....				70
(l) With first aid or home nursing.....				0
(m) In removing fire and accident hazards.....				34
116. Number of schools assisted this year in establishing or maintaining hot school lunches				15
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				0

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and other youth	Home management— 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	6	14		8
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
119. Number of communities in which work was conducted this year	7	7		7
120. Number of voluntary local leaders or committeemen assisting this year	22	7		25

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	11
(b) Clothing	11
(c) Housefurnishings and equipment	11
(d) General household supplies	11
123. Number of families assisted this year through cooperative associations ² or individually, with the buying of—	
(a) Food	0
(b) Clothing	50
(c) Housefurnishings and equipment	20
(d) General household supplies	30
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	90
125. Number of families assisted this year with "making versus buying" decisions	109
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	250

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	79
(b) The selection of clothing and textiles	285
(c) Care, renovation, remodeling of clothing	285
(d) Clothing accounts or budgets	70

Family Relations—Child Development—Continued

128. Number of families assisted this year—	
(a) With child-development and guidance problems	8
(b) In improving family relationships	0
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	6
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	0
(b) Women	0
131. Number of children in families represented by such individuals	0

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	0
133. Number of communities assisted this year in improving community recreational facilities	11
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	11
135. Number of communities assisted this year in establishing—	
(a) Club or community base	4
(b) Permanent camp	0
(c) Community rest rooms	0
136. Number of communities assisted this year in providing library facilities	3
137. Number of school or other community grounds improved this year according to recommendations	0

¹ The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 18.
² Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (h), 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	2				Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil conservation and pasture improvement					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens	13		7		1 Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops					Acres
150. Poultry (including turkeys)	2 3				Birds
151. Dairy cattle					Animals
152. Beef cattle	2		1		2 Animals
153. Sheep					Animals
154. Swine	8		4		30 Animals
155. Horses and mules					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds		4		4	XXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					{ Articles made
162. Farm management					{ Articles repaired
163. Food selection and preparation		62		53	{ 669 Meals planned
164. Food preservation		62		53	{ 669 Meals served
165. Health, home nursing, and first aid		62		53	{ 6337 Quarts canned
166. Clothing		12		12	{ 27 Garments made
167. Home management					{ 9 Garments remodeled
168. Home furnishings and room improvement					{ 0 Units
169. Home industry, arts and crafts					{ 2 Rooms
170. Junior leadership		7		7	{ 11 Articles
171. All others					{ 2 Articles
172. Totals (see footnotes 2 and 3, p. 14)	30	62	14	53	XXXXXXXXXXXX

211
184

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs. (Same as question 39)..... 5
174. Number of different 4-H Club members enrolled..... (a) Boys: 28 (b) Girls: 62
175. Number of different 4-H Club members completing..... (a) Boys: 14 (b) Girls: 53
176. Number of different 4-H Club members in school..... (a) Boys: 18 (b) Girls: 58
177. Number of different 4-H Club members out of school..... (a) Boys: 10 (b) Girls: 4
178. Number of different 4-H Club members from farm homes..... (a) Boys: 25 (b) Girls: 50
179. Number of different 4-H Club members from nonfarm homes..... (a) Boys: 3 (b) Girls: 12

Number of Different 4-H Club Members Enrolled:

180. By years	181. By ages	
	Boys (a)	Girls (b)
1st year.....	<u>14</u>	<u>18</u>
2d.....	<u>4</u>	<u>16</u>
3d.....	<u>3</u>	<u>10</u>
4th.....	<u>3</u>	<u>9</u>
5th.....	<u>8</u>	<u>5</u>
6th.....		<u>3</u>
7th.....		<u>0</u>
8th.....		<u>0</u>
9th.....		<u>1</u>
10th and over.....	<u>1</u>	<u>9</u>

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- | | | | |
|----------------------------------|-----------|---------------------------------------|-----------|
| (a) Judging..... | <u>40</u> | (f) Fire and accident prevention..... | <u>0</u> |
| (b) Giving demonstrations..... | <u>46</u> | (g) Wildlife conservation..... | <u>0</u> |
| (c) Recreational leadership..... | <u>20</u> | (h) Keeping personal accounts..... | <u>62</u> |
| (d) Music appreciation..... | <u>20</u> | (i) Use of economic information..... | <u>73</u> |
| (e) Health..... | <u>73</u> | | |
183. Number of 4-H Club members having health examination because of participation in the extension program..... 6
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs..... 4

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)..... 3
186. Membership in such groups..... (a) Young men..... 21
(b) Young women..... 30

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.....	<u>4</u>	<u>7</u>	<u>10</u>	<u>11</u>	<u>10</u>	<u>1</u>
(2) Young women.....	<u>6</u>	<u>14</u>	<u>10</u>	<u>22</u>	<u>8</u>	

188. Number of meetings of older rural youth extension groups..... 22
189. Total attendance at such meetings..... 420
190. Number of other older rural youth groups assisted..... 1
191. Membership in such groups..... (a) Young men..... 30
(b) Young women..... 5
192. Number of older rural youth not in extension or other youth groups assisted..... (a) Young men..... 16
(b) Young women..... 0
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..... 26
(b) Young women..... 74

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

¹ 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.² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.³ Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Bees (a)	General-feder insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			14
(2) 4-H Club agents			
(3) Agricultural agents	6 1/2	8	54 1/2
(4) State extension workers			
196. Number of communities in which work was conducted this year			7
197. Number of voluntary local leaders or committeemen assisting this year			25

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	153		10
(2) Problems arising from new military camps, munitions plants, and war industries			3
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	20		40
(4) Other war work (including collection of salvage material)	50		46 1/2

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (a)	Civilian de- fense agency (b)	Employment service (c)	Agricultural Adjustment Administra- tion (d)	Surplus Marketing Administra- tion (e)	Soil Conserve- tion Service (f)	Farm Security Administra- tion (g)	Rural Electri- fication Administra- tion (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents	2	17					2	1		1
(2) 4-H Club agents										
(3) Agricultural agents	18	10	5	96		27	4		23 1/2	1/2
(4) State extension workers	3	0				2			3	
200. Number of communities in which work was conducted this year	7	7	7	7		7	7	1	7	
201. Number of voluntary local leaders or committeemen assisting this year	48	25				40			14	
202. Number of meetings participated in this year by extension workers	8	23	0	18		2	1	2	1	1

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

TERMINOLOGY

DESCRIPTORS OF EXTENSION TEXAS

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

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 solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
 3. **Days in field** should include all days spent on official duty other than "days in office."
 4. **Days in office** should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
 5. **Demonstrations** as contemplated in this report are of two kinds—method demonstrations and result demonstrations. A **method demonstration** is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry. A **result demonstration** is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
- The **adoption of a 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 **extension school** is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
 9. An **extension short course** differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
 10. A **farm 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) assisted this year** should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
 12. A **F-H Club** is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
 13. **F-H Club members enrolled** are those boys and girls who actually start the work outlined for the year.
 14. **F-H Club members completing** are those boys and girls who satisfactorily finish the work outlined for the year.
 15. A **project leader, local leader, or committeeman** is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
 16. A **leader-training meeting** is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
 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 mostly 16 to 25 years of age.