

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Carohatan State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>H. H. Henry</u>	<u>County Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>
<u>Edith Ann Hackworth</u>	<u>Home Dem. Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>



READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.

Approved: _____

Date: _____

State Extension Director

Form ES-21
(Revised June, 1954)

EXTENSION TEACHING AND OTHER ACTIVITIES—Interpretation

Agents who devote more than one-half of their time to a line of work, as determined in item 20, should report **ALL OF THEIR WORK** in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

When two or more agents are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported. News items prepared by local leaders should not be included.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.

7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected by extension or the group they represent to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or State conferences of extension personnel.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

- 9e. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits.....Number	336	—	691	1027
2. Office calls.....do	186	—	1331	1517
3. Telephone calls.....do	814	—	1443	2257
4. News articles or stories prepared Number	20	—	14	34
5. Broadcasts made or prepared:				
a. Radio.....Number	9	—	11	20
b. Television.....do	1	—	—	1
6. Bulletins distributed.....do	1592	—	4790	6382
7. Adult result demonstrations conducted.....Number	2	—	42	44
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number	8	—	88	96
(2).....Attendance	129	—	189	318
b. YMW work:				
(1).....Number	—	—	—	—
(2).....Attendance	—	—	—	—
c. 4-H Club work:				
(1).....Number	4	—	25	29
(2).....Attendance	6	—	143	149
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number	66	—	99	165
(2).....Attendance	882	—	2185	3067
b. YMW work:				
(1).....Number	—	—	—	—
(2).....Attendance	—	—	—	—
c. 4-H Club work:				
(1).....Number	103	—	10	113
(2).....Attendance	730	—	220	950
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number	37	—	18	55
(2).....Attendance	496	—	186	682
b. YMW work:				
(1).....Number	—	—	—	—
(2).....Attendance	—	—	—	—
c. 4-H Club work:				
(1).....Number	16	—	—	16
(2).....Attendance	142	—	—	142

EXTENSION ORGANIZATION AND PROGRAM PLANNING

11. County organization, association, board, or committee sponsoring extension work in the county:

a. Name of citizens' organization or group having legal or quasi-legal status, if any.....

County Board of Supervisors

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

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

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general.....	<i>1</i>	<i>27</i>	<i>2</i>	<i>53</i>
b. Agricultural.....	<i>5</i>	<i>32</i>	<i>14</i>	<i>112</i>
c. Home demonstration.....	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>
d. Young men and women.....	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>
e. 4-H Club.....	<i>1</i>	<i>24</i>	<i>1</i>	<i>15</i>

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

Item	A	B
	Number	Attendance
	a. Community or local meetings.....	<i>6</i>
b. County meetings.....	<i>2</i>	<i>16</i>

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

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

Item	Men	Women	Older club	
	A	B	Boys	Girls
			C	D
a. In adult agricultural work.....	<i>18</i>	<i>—</i>	xxxx	xxxx
b. In adult home demonstration work.....	<i>—</i>	<i>93</i>	xxxx	xxxx
c. In young men and women's work.....	<i>—</i>	<i>6</i>	xxxx	xxxx
d. In 4-H Club work.....	<i>—</i>	<i>—</i>	<i>—</i>	<i>2</i>
e. Total number of DIFFERENT leaders.....	<i>18</i>	<i>99</i>	<i>—</i>	<i>2</i>

16. Number of organized clubs or other groups carrying on adult home demonstration work..... *9*17. Number of members in such clubs or groups..... *244*

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12	—	12	24
19. Total days worked.....	286	—	289	575
20. Days devoted to—				
a. Adult work.....	174	—	252	426
b. YMW work.....	10	—	—	10
c. 4-H Club work.....	102	—	37	139
21. Days devoted to—				
a. Extension organization and program planning.....	59	—	49	108
b. In-service training of agents.....	23	—	—	23
c. Crops.....	—	—	66	66
d. Livestock.....	—	—	110	110
e. Marketing; distribution; and service organizations.....	—	—	6	6
f. Soil and water conservation and management.....	—	—	11	11
g. Forestry.....	—	—	15	15
h. Wildlife.....	—	—	—	—
i. Planning and management of the farm business.....	—	—	23	23
j. Farm buildings and farm me- chanical equipment.....	—	—	3	3
k. House and surroundings, furnish- ings and equipment.....	28	—	—	28
l. Home management.....	1	—	—	1
m. Family economics.....	—	—	—	—
n. Clothing.....	37	—	—	37
o. Foods and nutrition.....	29	—	—	29
p. Health.....	4	—	—	4
q. Family life, child development, and parent education.....	19	—	—	19
r. Safety.....	—	—	—	—
s. Community development and public affairs.....	29	—	—	29
t. Days that cannot be charged specifically to one of items a through s.....	57	—	6	63
				57

CROPS—Production and Marketing—Interpretation

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

- B. Corn for silage and grain cut for hay.
 - C. Cottonseed and flax in those areas where they are grown for fiber.
 - E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
 - F. Coffee.
 - G. Watermelons, cantaloups, and yams.
 - H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
22. The voluntary local leaders or committeemen who have ACTIVELY ENGAGED in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
 23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
 24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced TO MAKE SOME CHANGE, either through adopting a new practice or improving an old practice, the following factors should be considered:
 - (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
 - (3) Probable number of other persons in the county reached with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

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

- (4) All other available evidence indicating the proportion of potential clientele in the county; for example, number of cotton growers who made use of extension information relating to that specific crop. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.
25. Include the total number of DIFFERENT persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25a through 25f.
 - b. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42.
 - f. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes, and harvesting of potatoes, fruits, and vegetables.
26. Include the total number of DIFFERENT producers helped with any FARM MARKETING problems relating to a specific crop or group of crops. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26a, b, or c.
 - a. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - b. The use of market reports, supply and demand reports, outlook, etc.
 - c. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	7	8	—	1	—	—	—	—
23. Total number of personal contacts made individually or through meetings.....	190	350	—	115	—	—	—	—
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	60	150	—	60	—	—	—	—
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	45	185	—	85	—	—	—	—
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	35	60	—	15	—	—	—	—
b. Use of fertilizers.....	40	125	—	55	—	—	—	—
c. Control of injurious insects.....	8	12	—	25	—	—	—	—
d. Control of diseases.....	15	25	—	12	—	—	—	—
e. Harvesting, storing, and curing.....	10	20	—	20	—	—	—	—
f. Efficient work methods.....	4	15	—	8	—	—	—	—
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	20	18	—	12	—	—	—	—
Of this number how many were assisted with—								
a. Preparation for market.....	2	—	—	12	—	—	—	—
b. Commodity outlook and market information.....	20	—	—	—	—	—	—	—
c. Arranging to sell and selling.....	20	18	—	—	—	—	—	—

U. S. GOVERNMENT PRINTING OFFICE

LIVESTOCK—Production and Marketing—Interpretation

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

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
- 27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.
- 28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
- 29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—
 - (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele in the county: Number

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

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

Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.

- 30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
 - a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
 - e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.
- 31. Includes total number of DIFFERENT producers assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
 - a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
 - b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
 - c. Persons assisted primarily with those activities involved in arrangements incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

1. This section covers the production and marketing of livestock and livestock products on the farm. It includes the production of various kinds of livestock and livestock products, and the marketing of these products. It does not include the production and marketing of livestock and livestock products in other settings, such as in a slaughterhouse or a processing plant.

2. The term "livestock" includes all animals raised on the farm for their products, whether or not they are raised for their own use. This includes cattle, horses, mules, sheep, swine, poultry, and other animals.

3. The term "livestock products" includes all products derived from livestock, whether or not they are used for their own consumption. This includes meat, milk, eggs, wool, and other products.

4. The term "marketing" includes all activities involved in the sale of livestock and livestock products, whether or not they are sold directly to the consumer. This includes the sale of livestock and livestock products at public auctions, private sales, and through other channels.

5. The term "extension work" includes all activities designed to help farmers and other persons improve their production and marketing practices. This includes the provision of information, advice, and assistance in various ways.

6. The term "voluntary local leaders" includes all persons who actively engage in extension work with other farmers and other persons. This includes persons who help in the production and marketing of livestock and livestock products, and who help in the extension work.

7. The term "office calls" includes all calls made by the extension agent to farmers and other persons, whether or not they are made in person. This includes calls made by telephone, mail, and other means.

8. The term "farm visits" includes all visits made by the extension agent to farms, whether or not they are made in person. This includes visits made to farms to provide information, advice, and assistance.

9. The term "attendance at meetings" includes all attendance at meetings held or participated in by the extension agent, whether or not they are held on the farm. This includes attendance at meetings held by the extension agent, and attendance at meetings held by other persons.

10. The term "direct contacts" includes all contacts made by the extension agent with farmers and other persons, whether or not they are made in person. This includes contacts made by telephone, mail, and other means.

11. The term "membership in related extension groups" includes all membership in groups that are related to the extension work. This includes membership in 4-H livestock projects, herd-improvement groups, and poultry- or dairy-marketing cooperatives.

12. The term "probable number of other persons" includes all persons who are probably reached through bulletins, circular letters, news stories, radio broadcasts, and television, exhibits, and other mass media utilized in livestock extension.

13. The term "indirect spread of extension information" includes all information that is spread from one person to another through various channels.

14. The term "percentage of the potential clientele" includes all information that indicates the percentage of the potential clientele in the county that is reached through extension work.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, ¹ and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting	14	—	7	—	—	—
28. Total number of personal contacts made individually or through meetings	350	150	275	15	60	—
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	65	45	150	5	25	—
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management	55	30	125	5	20	—
Of this number how many were assisted with—	50	5	70	3	10	—
a. Selection and breeding	23	15	80	3	15	—
b. Feeding	13	20	15	3	15	—
c. Controlling external parasites	40	20	75	5	10	—
d. Controlling diseases and internal parasites	30	5	80	—	—	—
e. Efficient work methods	—	—	—	—	—	—
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing	60	25	75	2	15	—
Of this number how many were assisted with—	45	12	20	—	—	—
a. Preparation for market	45	20	60	—	20	—
b. Commodity outlook and market information	20	—	8	—	—	—
c. Arranging to sell and selling	—	—	—	—	—	—

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS—Interpretation

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
- 32. Item should include—**
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
- 33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.**
- 34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.**
- 36. Item should include cooperatives and other private enterprises with which you worked.**
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
- 37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.**
- 38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).**

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	1	8	1	1	1	1
b. Farm and home service.....	3	350	3	2	3	3

33. Assistance given to INFORMALLY organized groups (other than those reported under item 32) with organizational and operational problems:

Type of activity	Groups	Members
	A	B
	Number	Number
a. Marketing and purchasing.....	3	75
b. Farm and home service.....		

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

	Number
a. Marketing.....	2
b. Service facilities.....	2
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	—
b. Home products (arts, crafts, etc.).....	—
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	2
b. Hay and other forage crops.....	7
c. Cotton: (1) Cotton ginner.....	—
(2) Other.....	—
d. Tobacco.....	—
e. Oil crops (soybeans, flax, peanuts, etc.).....	—
f. Sugar crops.....	—
g. Dairy and dairy products.....	3
h. Poultry and poultry products.....	—
i. Meat animals and meat products.....	—
j. Fruits and nuts.....	—
k. Vegetables including potatoes.....	—
37. Food retailers assisted with merchandising problems.....	—
38. Persons assisted with CONSUMER information on agricultural products..... estimated total.....	35

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE—*Interpretation.*

Consideration is to be given to the PLANNING and ECONOMIC aspects as well as to the technological problems incident to carrying out the practices listed on this page.

A. Soil-and-water conservation and management refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized PRIMARILY by the crop to which it is applied, should be reported under Crops. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.

39, 40, and 41. See Interpretation of corresponding items under Crops and Livestock.

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

42. Item—

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

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage

ways, and ditches. Persons given assistance in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	1	3	—
40. Total number of personal contacts made individually or through meetings.....	125	45	12
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	60	32	12

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	40
b. Contour and strip cropping.....	6
c. Terracing.....	—
d. Grassing waterways.....	1
e. Water supply, storage, and distribution.....	12
f. Drainage.....	2
g. Irrigation.....	56
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	50
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....	45
j. Production of soil-improvement crops.....	20
k. Crop rotations.....	35
l. Land clearing.....	15
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	8
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	15
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	3
d. Estimating and appraising.....	2
e. Production of maple-sirup products or naval stores.....	—
f. Treating wood products with preservatives (fence posts and building timbers).....	25
g. Marketing of forest products (includes markets and timber-selling practices).....	5
h. Fire prevention.....	20
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	8
b. Making food and cover plantings for wildlife.....	2
c. Protection of wildlife areas from fire or livestock.....	6

III. PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- a. All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - b. Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - c. Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - d. Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Subitem 48e refers to long-time adjustments, 48f should include adjustments made from year to year.
 - e. Special work in helping farmers to develop new sources of income.
 - f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - g. Help given persons in locating and/or appraising a farm for rental or purchase.
 - h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - i. Leases, partnerships, property transfers, and farm and liability insurance. (See subitem 66d.)
 - j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting	160
46. Total number of personal contacts made individually or through meetings.....	76
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	50
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	15
b. Keeping and analyzing farm records.....	8
c. Developing an over-all farm plan.....	10
d. Making needed adjustments in farm organization.....	25
e. Developing supplemental sources of income.....	30
f. Obtaining and using credit.....	6
g. Selecting a farm for rental or purchase.....	12
h. Obtaining, training, and using farm labor.....	2
i. Legal aspects of the farm business.....	15
j. Income-tax accounting and related problems.....	
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	1
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	2

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
54. The farmhouse should NOT be included. It should be reported under item 60.
- a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
- b and c. Also include planning and decisions relating to efficient lay-out within a farm building.
- d. Also include equipment that may be constructed as part of the building.
55. Item—
- a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
- b. Refers to labor-saving devices and equipment developed or built by the farmer.
56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting.....		
52. Total number of personal contacts made individually or through meetings.....	120	65
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	75	40
54. Farmers and other individuals reported in item 53-A, assisted with—		Estimated number
a. Arrangement of farm-building lay-out.....		4
b. Construction of farm buildings.....		14
c. Remodeling or repairing farm buildings.....		15
d. Selection or construction of farm-building equipment.....		2
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment.....		15
b. Developing labor-saving devices and equipment.....		10
c. Use, care, and repair of farm mechanical equipment.....		25
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes.....		15

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

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

A. Covers specific practices listed under item 60 and other related work.

B. Covers specific practices listed under item 61 and other related work.

57. This item relates to the voluntary local leaders or committeemen who have **ACTIVELY ENGAGED** in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.

59. In estimating the total number of **DIFFERENT** homemakers and other persons in the county influenced to **MAKE SOME CHANGE**, either through adopting a new practice or improving an old practice, the following factors should be considered:

- (1) Number of **DIFFERENT** persons reached through direct contacts (item 58 with duplications removed).
- (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
- (3) Probable number of other persons in the county reached with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
- (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number

of houses, depending upon the phase of extension work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

The totals reported in columns A and B normally will be greater than those reported for any one of the subitems under items 60 and 61, respectively, as those totals will usually include practices in addition to the specific ones listed.

60. Item—

- c. Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
- g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
- h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 59-A, because the same person may have been assisted in adopting several of the practices listed.

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under subitem 67d.
- c. Refinishing furniture, upholstering, chair seating, renovation of accessories.

The subitems listed under item 61 should not be added and reported in item 59-B, because the same person may have been assisted in adopting several of the practices listed.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING—*Interpretation*

64. See item 59 for interpretation of what to include here.
- 65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.
- Assistance includes work done—
- In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
 - On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in subitem 67b.)
66. Includes work done—
- On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
 - On wills, inheritance, insurance, notes and installment-buying contracts. Subitem 48i covers legal affairs pertaining to the farm business.
67. Includes work done—
- In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
 - With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
 - On both new and remodeled clothing.
 - On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting.....	—	—	16
63. Total number of personal contacts made individually or through meetings.....	25	50	325
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	15	50	250
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			15
b. In improving housekeeping methods.....			10
c. With family laundering.....			—
66. Homemakers and other individuals reported in item 64-B assisted—			50
a. In the use of rural family outlook information.....			—
b. With family financial planning.....			—
c. With keeping and analyzing home records.....			—
d. With family legal matters.....			—
67. Homemakers and other individuals reported in item 64-C assisted—			100
a. In selecting and buying clothing.....			50
b. With care and mending of clothing.....			100
c. With clothing construction.....			25
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			50
e. With good grooming and posture (personal appearance).....			—

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

- c. Willingness to work as a family member toward a family goal—family councils.
- d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in—

- c. Safe driving, bicycle riding, safe practices for pedestrians, and other safety practices.

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	16	1	18	9
69. Total number of personal contacts made individually or through meetings.....	320	30	200	300
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	290	30	175	250
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				100
b. In selecting food.....				180
c. With meal planning and food preparation.....				220
d. With preservation and storage of food.....				50
e. In improving diets.....				180
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				—
b. First aid and home nursing.....				30
c. Dental-health education.....				—
d. Health education leading to physical examination by a physician.....				—
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				10
b. Providing recommended play, clothing, and equipment suited to age of children.....				175
c. Understanding roles of family members and strengthening family relationships.....				25
d. Individual adjustments and personality development.....				50
e. Home and family recreation.....				—
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				200
b. Accident prevention around the farm and home.....				250
c. Accident prevention away from home place.....				250

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—Interpretation

Note that the nature of this section requires treatment quite different from that for regular subject-matter pages. Here we try to get a picture of the number of different educational projects or activities agents worked on, size of the area covered, number of groups assisted, and the like.

The general approach is to start with projects affecting the individual (item 75); then to move on to projects relating to the community and county (items 76 and 77); to the regional or area programs that may cover part of a county or several States (item 78); to the national program (item 79); and finally to world affairs (item 80). Item 81 covers emergency activities in which extension agents participated.

- A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.
- B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

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

D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.

75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.

76. Includes improvement clubs, councils, committees for special purposes.

77. Item includes—
j. Music, drama, and art.

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

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
75. Citizenship activities.....				
76. Developing and improving county or community organization.....	—	—	—	—
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	—	—	—	—
b. Improving health facilities, services, and programs.....	—	—	—	—
c. Improving schools.....	—	—	—	—
d. Improving churches.....	—	—	—	—
e. Bettering town-country relations.....	—	—	—	—
f. Libraries.....	—	—	—	—
g. Roads.....	—	—	—	—
h. Telephones.....	1	1	9	250
i. Community centers.....	1	1	9	250
j. Recreation programs and facilities.....	—	—	—	—
k. Community beautification.....	2	9	9	200
78. Regional or area development programs or projects.....	—	—	—	—
79. National programs and proposals affecting agriculture and rural life.....	2	9	9	200
80. World affairs.....	1	6	9	150
81. Emergency activities.....				

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report to the nearest whole unit for the completed projects only.
- The following items include projects in—
89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled.

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....	—	—	—	acres
83. Other cereals.....	—	—	—	do.
84. Peanuts.....	—	—	—	do.
85. Soybeans, field peas, alfalfa, and other legumes.....	—	—	—	do.
86. Potatoes, Irish and sweet.....	—	—	—	do.
87. Cotton.....	—	—	—	do.
88. Tobacco.....	2	2	2	do.
89. Vegetable growing.....	12	9	2 1/2	do.
90. Fruits.....	—	—	—	do.
91. Range and pasture.....	—	—	—	do.
92. Other crops.....	—	—	—	do.
93. Soil and water conservation and management.....	—	—	—	do.
94. Forestry.....	—	—	—	do.
95. Wildlife and nature study.....	—	—	XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	6	4	525	birds
97. Dairy cattle.....	13	10	11	animals
98. Beef cattle.....	15	11	12	do.
99. Sheep.....	—	—	—	do.
100. Swine.....	6	5	5	do.
101. Rabbits.....	—	—	—	do.
102. Other livestock.....	—	—	—	do.
103. Bees.....	—	—	—	colonies
104. Entomology.....	—	—	XXXXXXXXXXXXXX	
105. Tractor maintenance.....	3	3	5	tractors
106. Electricity.....	—	—	—	articles
107. Farm shop.....	—	—	—	do.
108. Other engineering projects.....	—	—	XXXXXXXXXXXXXX	
109. Farm management.....	—	—	XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	1	1	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking and food selection).....	38	34	745	dishes prepared
112. Canning and preserving (other than freezing).....	—	—	—	meals served
113. Freezing of foods.....	10	10	228	quarts
114. Health, nursing, and first aid.....	—	—	53	quarts frozen
115. Child care.....	—	—	—	pounds frozen
116. Clothing.....	7	6	5	articles
117. Home management.....	26	24	28	garments
118. Home furnishings and room improvement.....	14	10	25	articles
119. Home industries, arts, and crafts.....	—	—	70	rooms
120. Junior leadership.....	—	—	—	articles
121. All other.....	—	—	XXXXXXXXXXXXXX	
122. Total.....	153	129	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

		9	
123. Number of 4-H Clubs.....			
124. Different 4-H Club members—	<i>Boys</i>	<i>Girls</i>	
a. Enrolled.....	53	78	
b. Completing.....	45	68	
125. 4-H Club members from—			
a. Farm homes.....	49	55	
b. Rural nonfarm homes.....	4	23	
c. Urban homes.....	53	78	
(For checking purposes; total equals 124a)			
126. 4-H Club members enrolled by years in club work:			
a. 1st year.....	5	29	
b. 2d year.....	21	15	
c. 3d year.....	15	15	
d. 4th year.....	8	7	
e. 5th year.....	1	2	
f. 6th year and over.....	3	3	
(For checking purposes; total equals 124a)			
127. 4-H Club members enrolled by ages:			
a. 10 years and under.....	3	23	
b. 11 years.....	15	10	
c. 12 years.....	16	11	
d. 13 years.....	7	8	
e. 14 years.....	6	11	
f. 15 years.....	3	7	
g. 16 years.....	2	4	
h. 17-20 years, inclusive.....	1	4	
(For checking purposes; total equals 124a)			
128. 4-H Club members who received definite training in—		<i>Members</i>	
a. Judging.....		130	
b. Giving demonstrations.....		55	
c. Group recreation leadership.....		49	
d. Music appreciation.....		33	
e. Money management (thrift).....		75	
f. Farm and home safety.....		63	
g. Citizenship.....		—	
h. Personality improvement.....		—	
i. Soil and water conservation.....		—	
j. Forestry.....		—	
k. Health, nursing, and first aid.....		—	
129. 4-H Club members having health examination because of participation in the extension program.....		—	
130. Number of members attending a 4-H Club camp.....		25	
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		9	

MISCELLANEOUS—Interpretation

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25e.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, house-furnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	20
137. FAMILIES assisted with control of household insects.....	18
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain.....	2
139. FARMERS and other individuals assisted with control of noxious weeds.....	25
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	35
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	62

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

ESTIMATES FOR THIS SECTION SHOULD BE CONSISTENT WITH THE MOST RECENT COUNTY STATISTICAL DATA. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	170	35	—
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	251	74	—
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	356	89	—

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

The purpose of this section is to bring together in one place the cooperation given to other public agencies working with the people of the county. This information is used for public-relations purposes.

A, B, and C. Days devoted by agents to cooperating with the agencies listed below should already have been reported in the section on Program Emphasis under the appropriate program headings.

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

in the county where he and the committeemen explain the agricultural program to farmers. Those meetings would also be reported in this section as well as in the Extension Teaching Activities section. "Days devoted" in both places would be reported in the appropriate column below and also in the Program Emphasis section.

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperatives; also participation in work with the other Farm Credit district personnel and representatives of its central office in Washington, D. C.

158. Line is left blank so that States, if they desire, may request information about a Federal agency not listed.

165. Line is left blank for State use.

168. Line is left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
FEDERAL AGENCIES				
146. Item discontinued.				
147. Bureau of Land Management, Bureau of Reclamation	—	—	—	—
148. Farm Credit Administration	—	—	—	—
149. Farmers Home Administration	—	—	2	2
150. Fish and Wildlife Service	—	—	1	—
151. Forest Service	—	—	—	—
152. Bureau of Indian Affairs	—	—	—	—
153. Agricultural Stabilization and Conservation Program Committee	—	—	10	16
154. Rural Electrification Administration	—	—	—	—
155. Selective Service System	—	—	—	—
156. Soil Conservation Service	—	—	12	3
157. Valley authority (TVA, etc.)	—	—	—	—
158. Other (specify)	—	—	—	—
STATE AGENCIES				
159. Health department	—	—	—	—
160. Highway department	—	—	—	—
161. State departments of agriculture and forestry	—	—	4	3
162. State department of education: General schools	3	—	—	5
163. State employment service	—	—	—	—
164. Welfare department	—	—	—	—
165. Other (specify)	—	—	—	—
COUNTY AGENCIES				
166. Soil conservation districts	—	—	2	2
167. Vocational-agriculture and home economics departments	1	—	—	1
168. Other (specify) — <i>Farm Bureau</i>	3	—	—	4
<i>Red Cross</i>	2	—	—	3

METHODS OF PREPARING YOUR ANNUAL REPORT

The preparation of an annual report setting forth the progress made in the county during the year is of greatest interest and value to you as an extension worker. It provides an opportunity to measure how far you have gone in relation to the goals set forth in the plan of work outlined at the beginning of the year; to check on the effectiveness of the extension program; to consider where improvements can be made; and to decide what things should be handled differently next year. The preparation of an adequate annual report is a stimulating experience.

In addition, your annual report offers an excellent means of building good will and support of the sponsoring group in the county, the county governing body, local extension leaders and other key people, the agencies with which you work or would like to work, and the general public—rural and urban. It helps to build good public relations.

Your annual report is also a record of the year's work put into convenient shape for future reference. It helps new persons joining the county staff to become acquainted with the extension program. It assists State specialists to develop effective supporting programs in their respective subject-matter fields. The State supervisory staff frequently uses the county annual report as a guide in determining an agent's readiness for promotion and suitability to fill vacancies that arise.

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained in the National Archives of the United States Government.

General Directions

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

The Narrative Report

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

A good narrative report should enable the reader to obtain, for EACH MAJOR line of work undertaken, a comprehensive picture of—

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
 2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.
 3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
 4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.
 5. HOW next year's work can be strengthened and improved in light of the current year's experience.
- For minor lines of work, only the results need to be reported to complete the record of the year's work.
- The following suggestions may help you prepare a better annual report:
1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
 2. Prepare an outline with main headings and subheadings.
 3. Go over the information and data assembled from various office and field sources during the year.
 4. Decide upon a few outstanding pieces of work to receive major emphasis.
 5. Employ a newspaper style of writing, placing the more important information first.
 6. Observe accepted principles of English composition.
 7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

The Statistical Report

When two or more agents are employed in a county, they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers, homemakers, or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the extension program in agricultural, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their States.

• Annual Report

**COUNTY
EXTENSION
WORK**

• Virginia Agricultural Extension Service



1954

H. W. Henry

agent

assistant agent

Pouhatan

county

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III. Type of Agriculture

Powhatan County is bounded in the north by the James and on the south by the Appomattox Rivers. It is bounded on the east by Chesterfield and on the west by Cumberland Counties. It is one of the small counties (273 square miles) in eastern Piedmont section of Virginia.

The three main natural resources are soil, forests and water. Most of the soil is capable of being tilled with excellent production results. Farming is continuously becoming more diversified. New methods in farming practices are accepted and employed as they are proved by experiment stations and the information brought to the farmers by the educational agricultural agencies. Excellent results are being obtained by kind soil treatment. Examples of this are pasture improvement and hundred bushel per acre corn production by a number of farmers. During our good years farmers have built a strong bank account in the soil by storing up a reserve in plant food which will absorb much of the shock in case of another recession. We still have considerable acreage, however, that could be brought into profitable production.

One of the calamities of this county has been the wanton waste of our forests. Generation after generation has destroyed timber with very little thought of the future. Some of our land owners are beginning to recognize the plight and as a result are planting pine seedlings and practicing forestry improvement and conservation. The extension service is continuously stressing the importance of this

resource.

Business in the county consists of the bank, stores, service stations, garages and suppliers of household needs and farm supplies. A large portion of our business goes to the larger town and cities.

Industry consists largely of saw milling. Some mica is mined on a commercial scale in the county.

There are 657 farms in Powhatan County according to the 1950 census report. The average size farm is 152 acres. On these farms approximately one and a half million worth of farm products are sold annually.

Dairying is the chief source of income for the county. Powhatan County sells more dollars worth of milk than all other farm products combined. Poultry and its products rank second in farm income, with beef cattle third. Of the crops sold bright tobacco would be first - then corn and small grain in that order.

The climate of the county is temperate. The winters are not usually severe, although occasional snow can be expected from December to April. The summers are moderately long with usual long hot spells during July and August. The spring and fall weather is cool and pleasant. An average of 195 days of frost free growing weather can be expected annually. The county has an average precipitation of 40 inches of rainfall annually, which is usually well distributed throughout the year. However 1954 has been the third year in a row where the lack of rainfall has seriously reduced the crops.

IV. Description of County Organization

The 1954 plan of work listed the following under "Organization Objectives".

Goal - To bring together the several commodity committees into a general Board of Agriculture which will include the professional workers, the agricultural committee of the Ruritan club, and the directors of the County Farm Bureau.

Methods to be used -

- a. Meetings of the commodity committees for definite extension planning and evaluating.
- b. Meetings with Ruritan Agricultural Committee and Farm Bureau directors for the purpose of coordinating all agricultural project work.
- c. Weekly meetings of County Extension staff.

Educational Activities -

The above listed groups with the Extension Agent will plan and set up demonstrations, schools, tours, and other educational activities related to all phases of Agriculture. The radio, press, circular letters and visual aids will be used in these educational activities.

The commodity committees have been active in planning and conducting extension projects in the county.

The dairy committee assisted in holding an analysis meeting of D.H.I.A. records. The agronomy committee assisted in a two day "Land Appreciation School". The forestry committee assisted in holding an

"All Day" Forestry school and the beef cattle committee assisted in selection of feed calves for the calf sale.

The Agricultural committee of the County Ruritan Club has always taken an active interest in the Extension program in the county. This group has sponsored the 100 bushel corn contest for many years. The club has always financed the prizes for the winners of this contest. The club has paid the 4-H camp expenses for two members from this county.

The Powhatan Farm Bureau is a very active farm organization in the county. Its board of directors meet regularly each month, and contribute materially to the planning and execution of the Extension program in the county. The Farm Bureau also paid the expense of an outstanding 4-H boy and girl to the Jamestown 4-H camp.

The commodity groups have been active. They are

1. Dairy
2. Artificial Breeding
3. Agronomy
4. Beef Cattle
5. Forestry

The commodity committees assisted the county agent in selecting demonstrators and setting up demonstrations. They also assisted in tours and visits to these demonstrations. The pasture committee was very active especially during the early part of the season. The long dry summer took the interest out of pasture.

V. Project Activity

A. Agronomy

1. Corn Hybrids

The 1954 plan of work listed the following under "Corn Hybrids". The corn yields in Powhatan County have increased steadily for the past fifteen years. The average yield in 1930 was 24 bushels per acre. This yield in 1950 was 40 bushels per acre.

The drought of 1953 almost reduced the yield to zero. The immediate recognized need is to further increase the yield per acre. To do this the agronomy committee suggests the following as the goals for 1954.

- a. Continuation of the "100 bushel corn club."
- b. Increase number participating in the corn club.
- c. Set up "corn production demonstrations in communities where yields are low.
- d. Stress recommended varieties, proper fertilization and good cultural practices.
- e. Set up demonstrations on "controlling weeds in corn with chemicals."

Corn production per acre in Powhatan County has increased considerably during the last fifteen years. The agronomy committee, and the agricultural committee of the Ruritan Club felt that the county yield, however, was not up to the state yield, and that the 100 bushel corn club should be continued. This contest was set up again this year with thirty-six farmers enrolled.

In spite of the preparations made early in the season, old man dry weather had the last word, and as a result the corn yield was way under average. The county drought committee estimated that less than a fifty percent crop was actually harvested. No yields were actually checked on the 100 bushel contest, and no prizes were awarded by the Ruritan club.

Two demonstration were set up on corn fertilization. One on the farm of H. V. Palmore and Son at Powhatan and the other on the farm of Fred I. Hobbs at Fine Creek Mills. One tour was made to these farms in July with thirteen farmers attending.

Information on fertilizer requirements, proper spacing and cultivation was sent to every farmer in the county. Radio talks on corn production were broadcast by the county agent over station WRNL in Richmond.

The only corn fields in the county where a normal crop was harvested were those fields that were irrigated. There are five irrigation systems in the county, and those farmers who were lucky enough to have them were most enthusiastic about them - not only for corn, but other crops as well.

Just how next years work can be strengthened and improved in the light of the current years experience is hard to say. Irrigation on farms where water is plentiful may be the answer. An abundant supply of water on many farms is and will be a problem as more irrigation systems come into use.

Additional fertilizer on corn would do more to raise the yields

than any other one thing. The job for the extension agent through the agronomy leaders, and other agricultural leaders, is to in some way change the way of thinking with the majority of corn growers as to fertilization.

Through seven leaders, the extension agent contacted one hundred and ninety farmers in regard to corn production. It is estimated that sixty different farmers and other individuals were assisted directly or indirectly to adopt recommended practices. Thirty-five farmers were assisted in the use of improved varieties and strains. Forty farmers were assisted with the use of fertilizer, and twenty farmers were assisted with some phase of farm marketing.

2. Pastures

The declining price of beef and dairy products emphasize the need for more and better pastures as the cheapest source of feed for livestock. Also the dry weather during the last half of growing season, the grazing and poor management have left our pastures in a weakened condition, and in many cases caused a partial or complete loss of stand.

The pasture committee recommended the following as a goal for 1954:

- a. A county "pasture contest" sponsored by the Kuriten club - with prizes given for the most outstanding system of pastures.
- b. Pasture fertilizer demonstrations.
- c. Pasture seeding demonstrations.
- d. Grazing management demonstrations
- e. County pasture tours.
- f. Enter the District pasture contest in 1954.
- g. Pasture exhibit at "Foshatan-Cochland-Louisa Fair".

The pasture committee met early in the year and set up the above. It was felt that the importance of pasture as the cheapest source of livestock feed was not fully recognized by a large number of farmers. The problem was that too many farmers were used to a little natural grass early in the year, honeysuckle, broms sedge and woods the balance of the year. Of course the better dairymen and livestock men have learned long since that good pastures pays off in dollars. The problem then is to get the small farmer or the farmer with just a few cattle to realize that good pastures will pay for him also.

The county Buriten club agreed to sponsor a pasture contest along with the corn contest in 1954. Twenty-six farmers entered the contest in March 1954. During April and May the rainfall was normal or slightly above, and the county pastures were lush. A county wide tour was planned by the agronomy committee, at which time the pastures would be judged. The tour was cancelled after the long dry spell set in and burned up the fields.

One observation may be noted, on the farms where there was surplus pasture during the months of May and June, there is also more hay in the barns as we go into the winter.

Orchard grass and ladino clover cut at the proper time, and cured in the proper manner makes a hay with the quality almost equal to that of alfalfa.

A pasture fertilizer demonstration was set up on the farm of C. N. Elam at Belona. This demonstration was also to be used as a

management demonstration. This demonstration was visited several times during the summer by a good number of the Powhatan county farmers.

Several radio talks on pasture were prepared and broadcast by the county agent over station WRNL in Richmond on the Virginia Farm Show. One of the Agronomy committemen assisted with one of these programs.

Eight voluntary local leaders assisted the extension agent in pasture work. Some work on pastures was carried on in each of the county communities. Three hundred and fifty individuals were contacted through circular letters or in meetings on some phase of pasture work. An estimated number of one hundred and fifty farmers or other individuals were assisted directly or indirectly to adopt recommended pasture practices. One hundred and twenty-five were assisted in the use of fertilizer and pastures. Sixty were assisted in the use of improved varieties and strains of seed.

A booth at the Powhatan-Goochland-Louisa Fair showing good pasture management was displayed by the Extension agent . It is estimated that something over 2000 people visited this booth

The county agent showed slides of county pastures to an estimated one hundred and fifty people.

In the light of the current years experience, it is believed that next year's work can be streghened by

1. Continuing the county pasture contest.
2. Improve the rules and score card in relation to the contest

3. Have more farmers take part in the contest.

4. Pray for more rainfall.

3. Alfalfa

Alfalfa is still the most important hay in the county. The three severe droughts in as many years have clearly brought out the fact that no longer can farmers who own livestock depend on lespedeza and late hay crops for their needs. The County Dairymen depend on alfalfa almost entirely, and since dairying is our chief source of income, alfalfa is our chief source of hay. Since the use of lime and the use of increased amounts of fertilizer is now becoming the rule, farmers have found out that alfalfa can be grown successfully and economically in Poshatan county.

Many of the county farmers were able to get three normal cuttings of alfalfa before the drought took over, without this good supply of early hay the dairymen would indeed now be in a worse fix than they already find themselves. Even with the beef cattle producers alfalfa is popular.

Two demonstrations were set up in 1953 for the purpose of showing the value of the "Williamsburg" variety. These demonstration were on the farms of G. A. Walker at Clayville and W. E. Davies at Pine Creek Mills. This alfalfa was planted in the same field with a check plot of the old standard varieties. These seedings were made in the spring of '53, and since spring seeding of alfalfa is not always successful in this county a good stand was not obtained the first year. It was therefore impossible to tell any difference between the Williamsburg and

the old varieties the first year. This year, however it was observed that the Williamsburg alfalfa made a quicker recovery after cutting than did the other varieties. Those demonstrations were visited by an estimated fifty county farmers.

4. Small grain

The small grain program, along with pastures should be stepped up, since it offers one of the quickest means of alleviating the feed shortage in the spring and early summer by furnishing grazing, silage and grain.

According to the 1954 plan of work the agronomy committee recommended the following for small grain.

- a. Seeding winter oats to March 1st - using an adapted winter variety.
- b. Seeding spring oats after March 1st using an adapted spring variety.
- c. Stress the need for top dressing with nitrogen in February.
- d. Conduct top dressing demonstrations.
- e. Seeding lespedera and small grain for hay seed or pasture.

1954 was one of the best small grain years that the farmers of Powhatan have ever enjoyed. A lot of the old time farmers say that a good grain crop always follows a drought year. There could be some truth to the statement, but the real truth maybe the fact that because of the lack of water on corn left a big part of the fertiliser for the small grain.

A top dressing demonstration on ^{wheat} was conducted on the farm of W. T. Nichols at Belona.

B, Dairying

The value of dairy products sold annually from Powhatan county is well over a half million dollars. Powhatan county farmers sell more dollars worth of milk than any other farm product. There are some excellent herds in the county. The records of the D. H. I. A. shows that the county ranks as high as any in the state.

The committees from the D. H. I. A., the Artificial Breeding Association and the Hauling Association set up the following as the dairy goal in 1954.

- a. To use the D. H. I. A. herds as demonstration herds, showing the value of keeping herd records.
- b. To expand the Artificial Breeding program.
- c. To encourage more efficient milk production by culling, use of better sires, and more improved pasture.
- d. To encourage the producers of "B" milk to change to "A" grade.
- e. To encourage more of the "A" grade producers to use the services of the Dairy Herd Improvement Association.
- f. To encourage more of the Dairymen to use the services of the "Milk Hauling Association."

Methods to be used:

- a. Hold feeding and breeding schools
- b. Conduct herd analysis meetings for Dairy Herd Improvement Association members.

- c. Conduct judging demonstrations for 4-H dairy members.
- d. Conduct dairy tours to demonstration farms within the county.
- e. Use herd records for the purpose of selecting heifers calves for herd replacements.
- f. Send D. H. I. A. new letters to members each month.
- g. Use the press, radio and circular letters in distributing information on dairying.
- h. To exhibit Dairy cattle at the County Fair.

The dairy industry in Powhatan county is ^{of} considerable economic importance, and is still growing. Thirty of the Powhatan county farmers are selling "A" grade milk either on the Richmond or Norfolk markets. A good number of the farmers are selling a lower grade milk and cream.

The Dairy Herd Improvement Association is now completing its eight year, and is still one of the strongest in the state. There are approximately eleven hundred cows on test. There are eighteen herds in the Association. Sixteen in Powhatan county, and one each in Cumberland and Goochland.

The extension agent has used these Dairy Herd Improvement Association herds with their records as demonstration herds in Dairying. The average milk and butterfat production has increased steadily in these herds, demonstrating the necessity of keeping close records on individual cows, and using these records, not only in culling ^{the} herd, but in the selection of cows from which the future herd is to be raised.

Fourteen voluntary local leaders assisted the county agent in contacting three hundred and fifty county farmers individually or through meeting on some phase of Dairying.

It is estimated that sixty-five different farmers and other individuals were assisted directly or indirectly to adopt recommended practices. Fifty-five farmers were assisted with some phase of production and management. Fifty were assisted with selection and breeding, and twenty-two with feeding.

The Artificial Breeding program is now in its fourth year. Something over 1200 cows will be artificially bred this year. Over 100 Powhatan county farmers are now using this service. Some of our first artificial bred heifers have now completed their first lactation with good records. Mr. T. L. Timberlake has two first calf heifers who finished with close to 500 pounds fat each. Mr. C. R. Kennon has forty-nine artificially bred heifers. The Southern Planter ran a special story about Mr. Timberlake and Mr. Kennon and their artificial breeding work.

C. Beef Cattle

The beef cattle industry has been growing at a very rapid rate for the past five or six years. The decline in the price of beef have left many of the county farmers with the question of whether to stay in and expend or get out. The members of the beef cattle committee feel that the business is sound and recommend the following as the goal for 1954:

- a. To encourage the establishment of more improved pastures for beef cattle.
- b. To conduct demonstrations on such problems as castrating, dehorning and vaccinating.
- c. To assist with the selection of herd sires.

d. To supply information on management and feeding problems.

e. To assist breeders in marketing their calves through

Richmond Feeder Calf Sale

f. To assist with a spring feeder calf sale.

g. To hold livestock schools.

h. To include beef cattle farms on general county farm tours.

i. To assist 4-H members with the selection and feeding of their beef animals.

j. To encourage more farmers to exhibit their beef animals at the county fair.

k. Radio talks and success stories on beef cattle production.

The County Agent spent considerable time during the past year working with some phase of beef cattle.

Three dehorning demonstrations were conducted on the farms of E. T. Janney, Charles A. Smith and W. T. Mitchell. These demonstrations were attended by thirty-five county farmers.

Three county farmers were assisted in the selection of herd sires. Mr. Fred I. Hobbs, Pine Creek Mills, Mr. Charles A. Smith, Puhatan and Mr. Robert Walton, Bellsville, Virginia.

Through seven leaders, two hundred and seventy-five farmers were contacted individually, or through meetings. An estimated total number of one hundred and fifty different farmers or other individuals were assisted to adopt recommended practices. One hundred and twenty-five were assisted with some phase of production and management.

Seven farmers were assisted in the selection and marketing of

one hundred and five calves through the Richmond Feeder Calf Sales.

St. Anne's Industrial school sold twenty calves in the fall sale, all but seven of these calves graded "choice" or "fancy" and the others were "good". The average price for these twenty calves was 23¢ per pound.

D. Poultry

The 1954 plan of work set up the following as poultry goal:

1. To assist poultrymen with feeding, management and housing problems.
2. To encourage the purchasing of certified chicks and poults.
3. To conduct culling demonstrations for adults and 4-H club poultry members.
4. To use radio, press, circular letters, and farm visits to keep poultrymen of the county informed and up to date on subject matter relating to poultry.
5. To have a poultry exhibit at the County Fair.

There are generally speaking two types of poultry production in Powhatan county. The large commercial produces (both broilers and laying flocks) and the small household flocks on almost every farm.

It is with these small flocks that the County Extension Agent does most of his poultry work. All of the goal, as set up at the beginning of the year was met as far as poultry is concerned.

Culling demonstrations have been held in each of the communities of the county. Thirty-four farmers or their wives attended these demonstrations. 4-H club boys who were enrolled in a poultry project were also given culling demonstrations.

The poultry industry is of a major economic importance in Powhatan county. With the exception of dairy products, more money is derived from poultry than any other farm enterprise. The poultry men of Powhatan county sell over \$300,000 worth of poultry products annually.

E. Forestry

The woodlands of Powhatan county has been and is still important economically. Over \$60,000 worth of woodland products are sold annually. Improving the condition of the woodlands will increase the personal income of the residents of the county, improve the water shed protection and encourage the preservation of wild life.

The forestry committee recommends the following as the 1954 goal.

- a. To hold a forestry school using the evaluation sheets.
- b. To emphasize the importance of good forestry practices.
- c. Farm visits for the purpose of discussing forestry problems.
- d. To use the forestry men from V. P. I., and the State Forest Service on county forestry problems.
- e. To conduct demonstrations on
 1. Treating fence posts.
 2. Killing undesirable trees with chemicals.
 3. Thinning by taking out fuel and pulp wood.
 4. Forest tree planting.
- f. To have a forest exhibit at the County Fair.

An all day forestry school was held at Powhatan Courthouse for the woodland owners of Powhatan county on January 14, 1954. This school was planned by the Extension Agent and sponsored by the County Farm

Bureau. In addition to the county agent, and forestry specialists from V. P. I., local leaders appeared on the program.

It was pointed out at this school that through applying good management practices in the woodlands, the income of the individual owners would be greatly increased along with the value of the land as a taxable asset, soil and water would be conserved, and the habitat improved for wild life.

Due to unfavorable weather the afternoon session was limited to a wooded area owned by Mr. E. F. Yates. The work Mr. Yates had accomplished attracted particular attention. This demonstration showed that by the means of clear cutting followed by planting, a nearly worthless growth of scrub hard woods had been converted to a stand of rapid growing pine. This demonstration was first set up four years ago, and the loblolly pine has now reached a height of as much as six feet.

VI. 4-H Club Work

A. Organization

There is only one club for 4-Boys in Powhatan county. This year fifty-three boys carried projects that were supervised by the county agent. Meetings of the entire club were held at Powhatan school. Meetings on a project basis were also held at school and on farms where demonstrations and judging instructions were given.

The plan of work for 1954 listed the following as the 4-H goals:

- a. To enroll at least sixty boys who will carry a satisfactory project.
- b. To send delegates to 4-H short course and camps.

- c. To hold monthly 4-H club meetings with demonstrations and project work.
- d. To supervise on the farm 4-H projects.
- e. To have 4-H boys take part in tractor driving contest at County Fair.
- f. To have club members exhibit at the County Fair.
- g. To hold an achievement day program.
- h. To have 4-H radio programs.
- i. To secure project leaders.
- j. To observe 4-H club week.
- k. Secure help from electric companies in completing requirements for electric project.

- l. To assist members with their records books and keeping records up to date.

B. Project Work.

A. A good part of the 4-H goal was reached. Fifty-three boys were enrolled, with forty-five completing a satisfactory project.

Nine boys completed the garden project with something over 2½ acres in vegetables. Four boys completed the poultry project with 525 birds involved. Ten boys completed the dairy project with eleven animals involved. Five boys completed the fat pig project with five animals. Three boys completed the tractor maintenance project, and one boy completed the Beautification of Home Grounds project.

Eleven boys completed the beef cattle project with twelve animals involved. One boy Rowland Worrell of Pine Creek Mills had an outstanding beef project. He showed his steer at the Richmond spring show and sale and took the third prize in his class. The steer later sold for \$270.00. He also showed two steers at the Goochland-Powhatan-Louisa Fair and won the grand champion in the junior division.

C. Achievements:

1954 has been a successful year in 4-H club work. Forty-five boys out of the fifty-three enrolled completed a satisfactory project.

The Powhatan 4-H club took all of the honors in the 4-H club exhibits at the Goochland-Powhatan-Louisa fair. Nick Elam won \$36.00 in prize money for his dairy exhibit. He also won the tractor driving contest and a saving bond for \$25.00. Buck Frame won \$5.00 first prize on his beef heifer, and a blue ribbon on his dairy heifer. Roland Worrell won two blue ribbons and \$10.00 in prize money.

Two boys - Roland Worrell and Buck Frame won scholarships to the 4-H club camp at Jamestown. These scholarships were given by the County Farm Bureau and the County Buritan Club.

Ten boys from Powhatan county attended Jamestown 4-H camp. The county agent from Powhatan served as Director for the camp which was also attended by 4-H boys and girls from the counties of Goochland, Prince George, Dinwiddie, Charles City and New Kent.

Two boys from Powhatan attended the 4-H Short Course at Blacksburg. They were Nick Elam and Royall Palmore.

The following county medals were won:

- a. Dairy - - - - -Jimmy Wilson
- b. Garden - - - - -Snead Dandridge
- c. Meat Animal - - - Buck Frame
- d. Poultry - - - - -Moody Robbins

VII. Agricultural Stabilization and Conservation

The county agent served as ex-officio member of the Powhatan County A. S. C. committee, and attended most of the meetings during the year. He served in an advisory capacity in recommending the conservation practices approved by the committee. The educational work in connection with the A. S. C. program was one of responsibilities of the agricultural extension agent. The county agent served on the drought emergency committee which enabled the farmers in the county to purchase over 500 tons of emergency feed with Federal aid.

The county agent served as chairman of the county nomination committee for the purpose of nominating community nominating committees.

Through the administration of the A. S. C. program the farmers of Powhatan have earned on a cost share basis approximately \$12,000 in money or materials for carrying out approved conservation practices. Two hundred tons of lime has been delivered to county farmers through the program. Seven livestock watering and irrigation ponds have been constructed with the assistance of the A. S. C. program.

VIII. Soil Conservation

Powhatan county has been a work unit of Piedmont Soil Conservation District since 1941. Other units in the District are Amelia, Dinwiddie,

Nottoway and Prince Edwards counties. The county has had an active Soil Conservation program since becoming a part of the District.

Over 300 farmers have taken part in the program. Contour strip cropping has been established on approximately 3,000 acres of cultivated land. This practice along with good rotation is the most outstanding and effective soil and water conservation measure that can be used on cultivated land. It has been shown by actual measure and observation that contour strip cropping will increase yields up to as much as 30%, as well as conserving soil and plant food for future production.

IX. Evaluation of year's work trend and development:

Another serious drought this year has caused considerable economic loss to Powhatan county farmers. It is hard to tell in dollars and cents just what the total loss will be. Less than a 50% corn crop has been harvested. The hay crop is cut considerably.

It is felt that some rather definite steps forward have been made in Agricultural Extension work. The Artificial Breeding Association, The Dairy Herd Improvement Association, and the Clayville Hauling Association are proving most valuable to its members. The County Farm Bureau is a strong organization and is proving most valuable in the assistance given the Extension service in planning and carrying out the Agriculture Program.

The Farmer's Union have been active during the past several months and it appears now that this Farm Organization will come into the picture.

Progress in agriculture is being made. In spite of dry weather, farmers are receiving a fair price for their products. The net income for the average farmer is good. It affords most of the farmers a high standard of living plus something to save.

Evidence of good management can be seen. Buildings are painted and are in a good state of repair, old abandoned fields are being cleared and brought back into cultivation. Three or four bulldozers at work each clear day making productible fields out of woodland waste. Over sixty fern ponds have been constructed and stocked with fish.

Two new irrigation systems have been installed this year.