

VIRGINIA

BOTETOURT COUNTY

HOME DEMONSTRATION ANNUAL REPORT

1932

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ANNUAL NARRATIVE REPORT
HOME DEMONSTRATION WORK
BOPETOURT COUNTY
VIRGINIA

1932

Helen M. Collins
Home Demonstration Agent

December 1, 1931 - November 30, 1932

HOME DEMONSTRATION AGENT ANNUAL REPORT

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III. PERSONAL REPORT SUMMARY

Days in field.....	175
Days in office.....	116½
Days annual leave.....	11
Days sick leave.....	5½
Days leave without pay.....	0
Legal holidays taken.....	7
Number farm or home visits made(adult).	373
Number 4-H Club demonstrations visited.	5
Total number different farms or homes visited.....	306
Office calls.....	245
Telephone calls.....	588
Number news articles or stories prepared for press.....	44
Number individual letters written.....	593
Number different circular letters prepared.....	50

IV. Status of County Extension Organization.

1. Board of Supervisors. The county extension organization in home demonstration work is supported by the county board of supervisors, comprised of three members, one from each magisterial district in the county.
2. The county organization supporting the work is the county advisory board, consisting of 75 members, 33 local leaders, 18 adult leaders and 18 junior leaders, who are not members of the advisory board, and the county home demonstration agent. The community plan of organization is the one that was chosen in the county. As yet it is not perfected as the farm agent had his work under a different type of organization which was installed some ten years before and it is hoped that in time the ideal community plan can be put into effect.

a. County Advisory Board.

(1) The County Advisory Board is formed for the purposes of advising with the home agent as to the needs and interests of the groups, of making plans for the county program for the year, of checking results of the program as carried out by the committees and agent during the year. There are 75 members of this board. Each community selects a committee of from five to seven members, and these committees make up the County Advisory Board together with a few members at large who are women particularly interested in the work. Two meetings are held annually - one near the first of the year and one at the end of the year.

(2) The County Advisory Board has held three meetings during the year. The first meeting was held early in the year and at this time the major project for the year was chosen. The board also voted that each group would share in the expenses incurred during the year for the county wide meetings. A campaign to

further interest in the major project was decided on at this meeting also. The second meeting was held in the spring in connection with the regular meeting of the board of supervisors. The last meeting was held the latter part of the year and plans for an annual achievement day were made whereby results of the year's work might be checked. The new major project was chosen for next year also at this meeting.

b. 4-H Club Council (none organized as yet)

(1) A meeting was called for the purpose of forming a 4-H Club Council but due to terrible weather only five people were present.

(2) No program planned for reason stated above in (1).

(3) No program made for reason stated above in (1).

3. General Policies, including relations with all other organizations. It is the general policy to cooperate with all organizations that are for the betterment and progress of the county. The following are organizations with which work has been done:

The Fincastle Home Demonstration Group prepared and served a banquet to a hundred guests at a celebration of the George Washington Bicentennial. The proceeds from this banquet were turned over to the Garden Club to be used for the improvement of the school grounds.

The 4-H Club members of the Fincastle club served a banquet to the F. P. A. Chapter of boys at the celebration of the Father-Son banquet, with 53 guests present.

The district supervisor of the negro women received help from the home agent's office in conducting a Better Homes campaign in the county. The home agent organized the negroes into groups and gave suggestions as to what could be done. Two such meetings were held.

The county school superintendent is most cooperative. He addressed the women at the annual achievement day program and has graciously permitted the meetings of the groups to be held in the school buildings.

The Baptist Church has loaned the church kitchen for the use of conducting leader training meetings.

The garden clubs have been addressed on various occasions by the home agent.

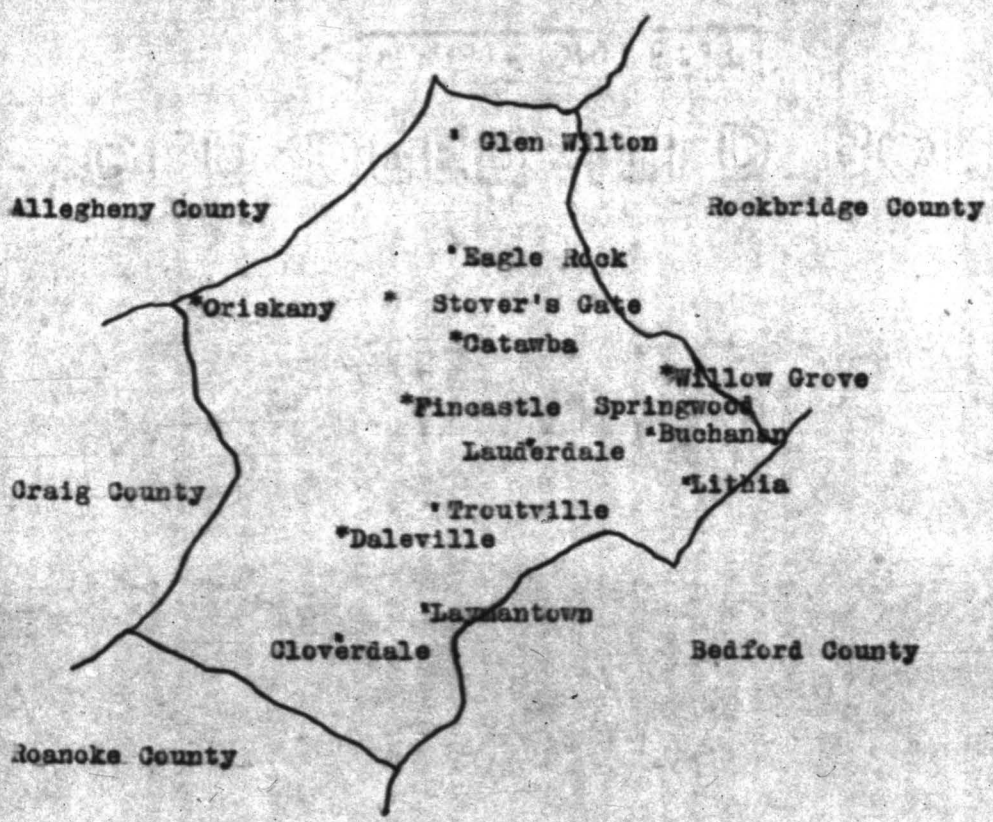
The Appalachian Power Company has assisted in special meetings by lending stoves for a day's use.

Troutville High School auditorium has been used for three county meetings, a recreation conference, a 4-H Club rally day and 4-H Club achievement day.

The Singer Sewing Machine Company has made it possible to give demonstrations in clothing in which the use of a sewing machine was necessary.

The Red Cross has received cooperation and help also.

V. Program of Work



1 Map of Botetourt County

*Home Demonstration Groups	9 - Members	Meetings
	285	91
Catawba.....	55	12
Daleville.....	30	12
Pincastle.....	25	12
Lauderdale.....	54	12

Laymantown.....	20	12
Oriskany.....	26	2
Stover's Gate.....	21	9
Springwood.....	28	7
Willow Grove.....	26	12

4-H Clubs - 12

Members 313 Meetings 125

Buchanan.....	54	14
Cloverdale.....	25	12
Daleville.....	25	14
Eagle Rock.....	38	2
Fincastle.....	27	16
Glen Wilton.....	32	14
Haymakertown.....	30	11
Laymantown.....	13	12
Lithia.....	16	12
Springwood.....	15	6
Stover's Gate.....	14	5
Troutville.....	24	7

2. Women's Work:

- a. The County Advisory Board with the state home demonstration agent, the district home demonstration agent and the county home demonstration agent present, held a meeting achievement day and chose House Furnishings as the major project for the county groups. The board voted to leave the selection of the minors to the individual groups as the needs and interests of the groups varied to such a great extent. It was decided to put on a county campaign to further interest in the major project by having in each community a demonstration home.

The members of the county advisory board have been untiring in the efforts put forth to further the work in the county. The chairman of the board has served two years, and not a more loyal supporter of the work is to be found than Mrs. J. H. Peck. She has done more for the work than any other one person, having served her home demonstration group as chairman, as substitute leader for one term, and as a committee member. She has taken the initiative in coping with the appropriation question in the county and has helped in every possible way to make the work function. The Board affiliated with the Virginia

Homemakers Association. The executive board met in September with the home agent and made plans for Adult Achievement Day. The major project for next year's work was chosen by the executive board at this meeting. The last of November, after all communities have elected officers for next year, the old board met with the new and election of officers and further plans for the next year's work were made.

b. The program as made by the Advisory Board follows:

Home Demonstration Groups.....		9
Major Project	Minor Projects	
House Furnishings	Foods Homemanagement Clothing Gardening	

c. Because the county had had foods as the major project the year before, and the women were particularly interested in the project "The Attractive Home" it was chosen for the major. Too, some of the groups felt that it was necessary to change in order to hold the interest of the members of the group. One group particularly wanted foods again, but rather than be arbitrary voted for the same major as the rest of the county and then took foods as the minor. The women still liked foods and so foods was included in all the programs. Only two groups carried gardening as a minor. Homemanagement was carried by all groups except one. Clothing was selected by four groups.

d. There are 3000 homemakers in Botetourt County. 285 have been reached directly by club work and 110 indirectly.

e. Enrollment for last two years:

Year	Members			Clubs	Increase		
	Total No.	No.	Percent.		Total No.	No.	Percent.
1931	285	148	109 ¹⁷ / ₂₁ %	9	3	50%	
1932	285	2	.007 ¹ / ₅₇ %	9	0	00%	

f. Project Activities and results:

Community	Major	Minors
Catawba	House Furnishings	(Foods (Gardening (Clothing
Daleville	House Furnishings	(Foods
Fincastle	House Furnishings	(Foods (Homemanagement (Clothing
Lauderdale	House Furnishings	(Foods (Homemanagement (Clothing (Gardening
Oriskany	(Organized after ma- jor project over)	(Food (Homemanagement
Springwood	House Furnishings	(Foods
Stover's Gate	House Furnishings	(Foods
Willow Grove	House Furnishings	(Foods

(a) Foods:

9 groups minored in foods. 16 food demonstrations were given as follows:

- 1 Essentials in Meal Planning
- 1 Main Dishes for Supper
- 4 Cake and Frostings
- 2 Salads
- 2 Desserts for Dinner
- 3 Food Preservation
- 2 One-dish Meals
- 1 Vegetables all the Family will Enjoy

35 people attended a county canning day.

4 pressure cookers were purchased.

2 banquets planned and served by members.

62 persons attended a meat canning demonstration for the county.

150 homes served balanced meals.

100 members practically live at home by producing all possible food at home.

244 homes planted vegetable gardens.

75 members planned a canning budget.

57,062 cans or jars were put up by members enrolled.

2 members entered Ball Brothers contest.

(b) Child Training and Care.

(no work done on this project)

(c) Clothing.

4 groups minored in clothing.

4 demonstrations were given:

- 1 Fitting Garments
- 2 Short cuts in Clothing Construction
- 1 Color in Costume

2 members improved selection of dress as to color

12 members followed recommendations in improving construction of clothing.

12 members made garments for themselves.

(d) Homemangement.

4 groups selected Homemangement as a minor. 4 demonstrations were held as follows:

- 2 Homemade Labor Savers
- 2 Care of Woods and Wares.

(e) House Furnishings.

7 groups begun the year carrying House Furnishings for the major project. Two new groups have been organized and have carried as much of this project as possible, making a total of nine groups, one group was transfer-

red. The nine groups have had 50 demonstrations, as follows:

- 8 Color in the Home
- 7 Home Dyeing
- 8 Floor Finishes
- 7 Homemade Rug and Mats
- 8 Windows and Their Treatment
- 7 Refinishing Furniture
- 4 Reseating Chairs
- 1 Pictures for The Home

- 7 Demonstration Homes entered county campaign
- 6 Demonstration Homes are carried into next year
- 50 members improved the selection of household furnishings
- 54 members followed recommendations in improving methods of refinishing furniture
- 64 members followed recommendations in improving treatment of windows
- 56 members followed recommendations in improving arrangement of rooms (other than kitchens)
- 67 members improved treatment of walls, woodwork and floors
- 30 members improved selection, arrangement of pictures, accessories.
- 45 used dyes in making over old materials
- 15 women made improvements in storage spaces
- 42 chairs and stools have been seated at a cost of \$28.10, saving \$14.70.
- 10 articles have been slip-covered or upholstered at a cost of \$12.62, saving \$7.38.
- 81 pieces of furniture have been repaired, remodeled or re-finished at a total cost of \$47.60, saving \$318.90.
- 111 window treatments were improved at a cost of \$55.50, saving \$53.28.
- 82 rooms in which walls, woodwork or floor were improved at a cost of \$210.00, saving \$143.00.
- 3 articles of linen were made at a cost of 90 cents, saving 60 cents.
- 66 rugs, mats and chair seats were made at a cost of \$34.94, saving \$91.06.
- 3 other articles were made at a total cost of \$6.98, saving \$26.85.
- 1 tea wagon was made.
- 180 different rooms had improvements made in them:

56 living rooms
37 dining rooms
58 bedrooms
29 other rooms

The best piece of work done by an individual member in our major project was that of Mrs. G. M. Spickard, a member of Laymantown group. Here follows an account of her work:

"The condition of my kitchen when I began was very discouraging but I started out with a firm determination to make my home a place I could enjoy. The kitchen was the first room I undertook to do over. A brief description of it will give some idea of my problem. It is 15 feet by 15 feet with one window and four doors and a built-in closet. It is ceiled with 2 inch ceiling and this ceiling had had several coats of whitewash put on it years before. Thinking I could cover this whitewash successfully with paint I made the terrible mistake of painting over the whitewash. Paint, whitewash and all peeled off in small and large spots. I scraped all those 125 square feet of ceiling with knives and then brushed it with a steel brush to remove all the old finish. Then I gave the walls and overhead two coats of ivory gray paint and the doors and windows two coats of silver gray paint. The inside and shelves of the closet I painted too. I did all the work myself except fifteen hours work which I hired done by three helpers. The scraping was a big job. The walls had to be scraped and brushed as well as the ceiling.

Next came the pantry which is 6 feet by 8 feet, with one window. It had painted ceiling finish which was soiled. I painted it the same as the kitchen. I covered the floor with a congo-leum rug that I had used in the living room up to this time and took the green shades out of the living room, turned them and used them at the kitchen and pantry windows. I made new curtains for these too. I had a set of six chairs and two of these needed new bottoms so I took it upon myself to re-seat them with splints and was very much pleased with the results. I refinished all the chairs in the set, removing the old finish with lye and putting on a new finish. I enameled an old cupboard in the silver gray to match the other things. The cost of my kitchen improvements and the amount saved follows:

3 helpers 15 hours	\$1.50
2 gallons ivory gray paint	4.00
1/2 gallon silver gray paint	1.15
1 brush	.75
6 yards oil cloth for table and shelves	.90
Total	<u>\$8.30</u>
Saved on these	
2 shades turned	\$1.50
Floor covering	5.00
Labor if hired	8.00
Total	<u>\$14.50</u>

My living room was next to be done. It is 15 feet by 15 feet too, but had plastered walls. There are four doors, two windows and the floor was very badly worn. The first thing I did to it was to have a hardwood floor laid on top of the old one and then had the new one scraped. I sandpapered it myself and made a homemade filler which I put on it and then put on one coat of shellac with two coats of homemade wax. The walls I painted with two coats of cream paint and on the doors and windows I put two coats of buff paint. I bought new buff shades for the windows and glass door and the shade for the door I cut down myself. I made new cream curtains for the windows. The pictures in the living room I reframed and rearranged. The furniture was rearranged also. The cost of the living room follows:

Flooring	\$19.00
Labor to lay and scrape floor	6.00
3 gallons paint	4.30
3 shades	3.00
2 pair curtains	6.00
	<u>\$38.30</u>
saved	
Filler	.40
Cutting down shade	.25
Door curtain made of sample	.50
Labor on floor	1.50
Labor painting	6.00
	<u>\$8.65</u>

The other room done is my son's bed room. At the end of an upstairs porch there was a little room 6 feet by 8 feet that had been used for storage. I removed everything, cleaned it well and papered the walls with a nice all-over pattern of wall paper, and painted the woodwork, one door and one window buff color. I covered the floor with congoleum. Then the bed, an old one with a high head and foot, I cut down. The shade was an old one which I turned and cut to fit the window. New curtains and 3 pictures reframed were the last improvements before my son had a nice cosy room all his own. The cost of work done in this room:

Paper	.75
Paint	.60
Total	\$1.35

amount saved:

Shade	.75
Best of old rug	2.00
Curtains	.25
Labor	2.00
Total	\$5.00

Some other work I did was 6 new chairs sanded and finished with shellac, cost 80 cents. 2 chairs cleaned and refinished and reseatd with splints costing \$1.05. I saved on these last two items \$2.00.

Total cost of improvements	\$49.80
Total amount saved	\$30.15 "

The most outstanding report for a group was made by Mrs. W. M. Peck, Chairman of the Catawba Group. Follows her report:

"Like all other groups in Botetourt County we had for our major project a study of House Furnishings. Mrs. Kate Crowder's home was the community demonstration for our club. Now we claim for our motto this year the following: 'The 1932 Home Demonstration Housewife comes smilin' thru'."

In the work of the home as in all other places,
There are ways to fight frowns and to make smiling faces -
So we in our group have found out a way
To bring lots of smiles out, so heed us today
While we tell our experiences and pass on to you
The way to be busy, yet come smilin' thru.

We attended our meetings and learned many a thing
About ways to do housework that joys to us bring
The way men frown and say women spend money
Just seems to us strange and yes, even funny.
For all year we have plotted to have our homes nice.
Yet spend never a dollar before thinking twice.
And now at its close we feel we have won.
So here are some things our members have done.
Eight women remodeled old furniture and chairs.
It took lots of work, but then - who cares?
When old things are brightened and look just like new,
That's when we feel happy and come smilin' thru.

Of women who windows improved there were eight.
And the changes these made were good to relate.
How twelve busy housewives worked on woodwork and floors,
Ask one of these women what most she adores
And she'll perhaps tell you that up on her shelf
Are bottles of floor oils she made all herself.
For this is an art learned in just a short while
And the cost of our product makes even men smile.
It took work, yes, and time, to make old floors like new
But results were so pleasing - they came smilin' thru.

Living rooms twelve and dining rooms six
And bedrooms eight, were the rooms that were fixed.
Which means that old things were given wise care
And the work of our club was exemplified there.
Rugs, mats and chair seats made numbered twenty
And the pleasure these gave I just know was aplenty.
Nine rag rugs were made and for them was spent
Time and work, yes, but not a red cent.
Because we learned all the best secrets of dyeing
Ten women no longer need go about sighing,
For they took their old clothes and made them like new
Does a women want more cause to come smilin' thru?

An old washstand was found, and thrift exercised
It was remodeled, refinished, in fact quite revised.
Its old form was changed - it was treated with care
And behold in its place a tea wagon was there.
At two of our meetings our agent stayed away
And left to our leaders the work of the day.
But since by this time 'twas our habit to smile,
They felt to be shirkers was not worth the while
So they gave demonstrations - a work to them new
But even at this job they came smilin' thru.

So we feel that the work of the year was worthwhile
For children, and husbands and friends all will smile,
In a home where the housewife is pleased and feels happy.
So come on, Catawba, and let's make it snappy.

Song

"There are wives that make us happy
There are wives that make us blue
There are wives that nag and scold 'till children
And their husbands too are feeling blue
There are wives that keep the house so spotless
There is not a spot where one is free
But the happy, singing, smiling housewife
Is the one I would like to be."

(f) Home, Health and Sanitation

(g) Home Gardens

2 groups carried home gardening as a minor.
2 demonstrations were held as follows:
2 Planning and Planting the Home Garden
113 mimeographed letters on gardening were sent out to
the members of the two groups.
At Achievement Day an exhibit of vegetables was a big
feature of the Catawba group.
198 members had gardens
64 raised new vegetables
60 sold vegetables from their gardens
\$3,000.00 totals the amount received from sales.

(h) Beautification of Grounds:

4 groups had demonstrations in beautification of grounds.
16 demonstrations were given in yards to homemakers.
25 persons used advice for improving home grounds.
6 persons received information on plant study.
20 persons received information on flower growing.
15 persons received information on landscape needs.

(i) Home Poultry:

1 visit was made and flock of 200 culled.

(j) Home Marketing

(no work carried in this project)

(k) Community Activities:

The Fincaastle Home Demonstration Group prepared and served a banquet for the Masons to 100 guests. This group also prepared and served lunch to the county flower show. Both occasions netted nice sums which the group presented to the Garden Club to help beautify the school grounds.

g. Leader Training:

Miss Aileen Houser, leader of the Willow Grove group, has been the most outstanding in leader's work in the county. She has served as leader for her group for two consecutive years and during this time she has attended every leader training meeting, being neither absent nor tardy. She has given give of the major project demonstrations this year and assisted the home agent at the sixth meeting. She has also attended the home demonstration group meetings regularly, having missed only one meeting in the two years. Not only has she served as leader of her group but as chairman as well. She has the office of Vice-Chairman of the County Advisory Board also.

Year	No. Clubs	No. Leaders	No. demonstrations without agent	No. demonstrations with agent	No. demonstrations in which leaders assisted agent	No. Training Meetings held	Total Attendance
1931	8	14	4	0	14	4	50
1932	9	18	10	12	14	3	35

h. No camps or short courses for women held.

i. State Homemakers Association Meeting:

Three women attended the State Homemakers' Meeting from the county: two from Lauderdale and one from Catawba. The women enjoyed the meeting very much indeed. They did not want to miss a single thing and since they could only be one place at a time they each took notes on the part they attended and afterward exchanged notes and opinions. The talk by John Temples Graves was the one they most enjoyed with the one by Miss McGinnis next. Particularly did they enjoy the recreational features of the program. They liked the meeting so well that they are planning to attend again next year.

j. County Meetings and Special Events:

No county fair is held but the annual county picnic which is held only a day. 108 individual entries were made in the home exhibits this year and the premium list had been reduced to half of what it was in 1931. Better quality was shown than ever before.

Adult Achievement Day was held at the county seat with an attendance of 300. This was a big red letter day for home demonstration work in the county. There are eight regularly organized groups and all eight made reports and all eight entered the stunt contest. A big feature of the day

was the exhibits made by each group to show ideas that had been gleaned from the regular demonstration meetings. The attendance was triple what it was last year and the growth and interest in the work far exceeded the expectations. Particularly outstanding was the interest and enthusiasm shown by the groups that had been organized this year. The men attended much better than last year. Two men made three trips from their communities in Pincastle that day to bring a large representation. The stunts were much nicer than those of last year and were entered into with much more spirit. Superintendent E. A. Painter said our group was the largest and truest representation of the home of the county he had ever seen in the county. Another man present said no other factor had served to unite the people of the county as home demonstration work had in the two years it has been in the county. He said barriers had been broken down by the work that nothing else had ever been able to break. The women after they went back to their respective communities have said they went home from Achievement Day inspired to make a better contribution from their own groups another year. The telephone central said telephone wires were kept busy with the women talking about the wonderful day they had at Achievement Day.

k. Market Work:

No work carried under this project.

1. Relief work has been done with the Red Cross agency of the county. 202 containers of food donated by the members of the home demonstration groups were distributed for relief purposes. The home agent served as canteen chairman for the county and also as a member of the Junior Red Cross Committee.
- m. The best county wide piece of work done by women this year has been the Achievement Day program. This has been given under "j".
- n. The program of the best club has been carried out by the Catawba Group.

Program

<u>Work to be done</u>	<u>:</u>	<u>Work accomplished</u>
1. Essentials in Meal Planning	:	1. Essentials in Meal Planning

<u>Work to be done</u>	<u>Work accomplished</u>
2. Send 2 leaders to 3 training meetings	: 2. Sent 2 leaders to 2 training meetings and 1 to third.
3. Color in the Home	: 3. Color in the Home
4. Planning and Planting the Home Garden	: 4. Planning and Planting the Home Garden
5. Home Dyeing	: 5. Home Dyeing
6. Floor Finishes	: 6. Floor Finishes
7. Homemade Rugs and Mats	: 7. Homemade Rugs and Mats
8. Windows and Their Treatment	: 8. Windows and Their Treatment
9. Food Preservation	: 9. Food Preservation
10. Short Cuts in Clothing Construction	: 10. Short Cuts in Clothing Construction
11. Refinishing Furniture	: 11. Refinishing Furniture
12. Plans for Achievement Day - Reports	: 12. Plans for Achievement Day - Reports
13. Reorganization	: 13. Reorganization
14. Send 2 delegates to Virginia Homemakers Association	: 14. Sent 1 delegate to Virginia Homemakers Association
15. Enter Leaders Notebook Contest	: 15. Entered Leaders Notebook Contest - Won 1st and 3d prizes in county.
16. Have regular attendance of 20.	: 16. 28 women attended regularly
17. To reach 30 homes	: 17. Reached 30 homes
18. Send delegates to Recreational Conference	: 18. Sent 3 delegates to Recreational Conference
19. Have group represented at County Canning Day.	: 19. 6 members present at County Canning Day.
20. Have groups represented at county meat canning demonstration	: 20. 7 members present at county meat canning demonstration.

12 regular meetings of this group were held and the smallest attendance at any meeting was 8 and this was on a cold snowy afternoon last winter. The leaders of this group gave two of the major project demonstrations, one on "Color in the Home" and the other on "Windows and Their Treatment" without the agent present. Two demonstrations, one on "Homemade Rugs and Mats" and one on "Floor Finishes" were given by the leaders with the agent present. The group was represented at all leader

training meetings. The notebooks made at the leader training meetings by the leaders were entered in the county contest and first and third prizes were won. The first prize book was entered in the state contest which has not been heard from yet.

This group elected two delegates to go to the Virginia Homemaker's Association, but succeeded in having one member to stay during the entire week. Another attended a part of the time.

It was the aim this year to reach thirty homes in the community and thirty homes have been reached. A regular attendance of 20 was set for the year, and the number has reached 28. The group meetings have been held in different neighborhoods but somehow the women manage to get there.

In the stunt contest Achievement Day, Catawba won first prize with the Virginia Reel in costume with a finale of a George Washington song in which every member of the group joined.

The interest and enthusiasm is kept alive in this group by the community leaders who take the responsibility of seeing that a way is provided for the women to get to the meetings.

All other groups in the county are asking: "How is it Catawba is such a splendid group and can accomplish so much?" The answer is good eternal leadership.

- o. 8 women entered the Ball Brothers contest in early spring but drouth caused three to drop out, and at the very last minute a most unfortunate accident caused three more to be unable to get their exhibits in the county contest. That left two, but to compete in the state contest, it was necessary to have 5. Two lovely exhibits were returned uncontestad.

8 leaders entered notebooks in the major project contest which has not been heard from yet.

p. Recreation:

A county-wide recreational conference was held which 13 women attended from 6 groups. 8 groups have added a recreational feature to the regular monthly meetings. A number of songs learned at the county recreational conference have been taught in the groups, as well as games. This project is growing to

d. Project Activities:

All clubs took foods as the major project because it was felt that a change was needed as the clubs had taken clothing for two years previous. 313 members enrolled in the Breakfast, Dinner, Supper Project. 107 demonstrations in food have been given with a total attendance of 1982. 200 members completed food project.

Canning was selected as a minor project by four clubs with 19 members enrolled. Gardening was selected as a minor project with five clubs with 19 members enrolled. These two minors were chosen because of the close relation to the major project foods. The projects follow as carried by the clubs:

(a) Community	Major	Minors
Buchanan	Foods 54	None carried
Cloverdale	Foods 25	Gardening 3
Daleville	Foods 25	Gardening 6
Eagle Rock	Foods 38	None carried
Fincastle	Foods 27	Canning 3
Glen Wilton	Foods 32	(Poultry 1 (Gardening 3
Haymakertown	Foods 30	Canning 6
Laymantown	Foods 13	Gardening 4
Lithia	Foods 16	(Canning 6 (Gardening 3
Springwood	Foods 15	None carried
Stover's Gate	Foods 14	Canning 4
Troutville	Foods 24	None carried

(b) Activity in Food Project:

One club of 13 members has held 12 food demonstrations with an average attendance of 12. 12 members completed the Breakfast, Dinner, Supper club project and sent in 12 records which show:

- 14 improved in health. 2 of these "demonstrators" influenced by club members. 8 members have stopped drinking tea and coffee. 6 members learned to like milk. 12 members learned to like 2 new vegetables. 4 members stopped eating candy between meals. 6 gained weight enough to be up to standard. 10 improved posture 11 drinking more water

The most outstanding work done in foods by a club member was done by Ann Wills. Ann kept a beautiful record - the most perfect of any member in the county. In the absence of the home agent Ann gave two demonstrations for her club - one on "Desserts for Dinner" and one on "Salads for Supper". She has not missed a single club meeting. She won first prize in the county for the best exhibit of 6 jars of fruits and vegetables. Her canning record shows 75 quarts of vegetables canned from her home garden, 100 quarts of fruit and 60 other jars of products canned.

e. No work done with older girls yet.

f. Leader Training:

Year:	No. Clubs	No. Leaders	No. without agent	No. demonstrations with agent	No. demonstrations assisted	No. demonstrations leaders	Meetings held	Training in which held	Total Attendance
1931:	10	18	4	2	26	5	42		
1932:	12	18	8	2	24	4	21		

(a) Training local leaders for 4-H club work is the biggest problem in the county. The best leader work has been done by Miss Jane Lockwood for the Buchanan Club. She has only been leader for six months but during that time she has not missed a single club meeting and has attended the only leader training meeting held since she became leader. The interest she has taken in the club was shown at Rally Day and Achievement Day when her club attended these two county wide meetings for the first time and turned in a report and gave a stunt for the first time. She has given one demonstration at the club meeting.

g. 4-H Club Activities:

(a) The clubs hold their meetings as follows:
 7 clubs hold their meetings in school with 1 hour once a month.
 3 clubs hold meetings at the school buildings after school for 1 hour.

1 club meets at the school building Saturday afternoon for two hours.
1 club holds its meetings in the homes of the members.
This club shared a community room with the Home Demonstration women but the building was rented and the meetings transferred to the homes. 2 hours is the usual length of time for a meeting.

(b) No program of work made for any individual club.

h. Special Events:

(a) Rally Day:

8 clubs attended Rally Day with a total attendance of 125. Lucille Smiley, vice-president of Troutville Club, won in the county health contest and was crowned health queen. She was awarded a free trip to the State Short Course. See Appendix page ___ for program and picture of group.

Achievement Day:

1 county-wide achievement day was held with a total attendance of 150. Program found in appendix, page ___. 7 clubs were present and made reports. Stunts from 7 clubs added much to the program.

(b) Contests:

Name	No. Clubs entering	No. mem- bers ent-	No. Exhibits Made
Growth Work	8	32	32
Style Revue	:	:	:
Correct Dress	:	:	:
Ball Brothers	:	:	:
Davis	:	:	:
Hazel Atlas	:	:	:
Kerr	:	:	:
Montgomery-Ward	:	:	:
Demonstration Judging	:	:	:

Each club worked all year on club members to get them to be "Five Pointers". All members reaching that goal entered the county contest held Rally Day. After being judged according to the points recommended by the Virginia Department of Health, the most perfect girl received first place and was crowned health queen. This girl, Lucille Smiley of Troutville Club, winning first place represented the county in the state contest at state short course. Second, third and fourth titles were conferred on Agnes Rader, Troutville Club; Elizabeth Vines, Lithia Club; and Lillian Watkins, Haymakertown Club, respectively. The county contestant came about fifth in the state contest.

- 1. No short course or camp held in the county this year.

	: No. Clubs	:No. Members:	No. Leaders
	: Represented	: Attending	: Attending
District	: None held	:in District:	
State	: 6	: 10	: 2

The home agent only saw that the members and leaders had ways to go to and from the short course this year, carrying half the delegation up in her car and bringing them back. The farm agent assisted in getting the other half of the delegation to and from the course.

- j. No All Star Chapter organized as the work has only been in the county two years.
- k. The leaders have no county organization as yet. Plans are to form such an organization in 1933.
- l. Recreation:

One recreation conference has been held in the county to which 32 club members and leaders came. Singing is a big feature of our meetings and since the conference held in the spring interest in recreation has assumed much larger proportions. The programs for next year are being planned to include more fun.

VI. Financial Statement of Value of Work:

Women				
Project	Members	Cost	Value	Amount produced
	:Enrolled:	:	:	:
Clothing	: 123	: \$ 6.00:	\$ 10.00:	12 garments
Food and Nu- trition	: 254	: _____:	16,761.80:	57,062 contain- ers food
Home Improve- ment	: 254	: 396.64:	1,018.58:	398 articles
Garden	: 198	: 1980.00:	29,700.00:	198 gardens
Poultry	: _____	: _____:	_____:	_____

Girls				
Project	Members	Cost	Value	Amount produced
	:Enrolled:	:	:	:
Clothing	: _____	: _____:	_____:	_____
Food and Nu- trition	: 19	: _____:	\$ 118.75:	475
Home Improve- ment	: _____	: _____:	_____:	_____
Garden	: 19	: \$190.00:	950.00:	19 gardens
Poultry	: 1	: 35.00:	45.00:	4,800 Eggs

VII. Evidence of Progress:

Women's Work	Girls' Work	
3	2	More clubs organized
2	5	More members enrolled
24	114	More members completed their project
15	2	More club meetings held
2	Same	More leaders
Same	Same	More leader training meetings
Same	Same	More club achievement days
0	0	More judging contests held
14	4	More demonstrations by members
.007 1/37%	1 91/154%	More girls enrolled
112	188	More people reached

VIII. Summary of Year's Work:

3 new communities making a total of 16 different communities having 21 organized groups holding regular meetings once a month for 12 months have the work now. 9 adult organizations, having two local leaders for each group, for major project work, have been put on a solid foundation. 12 4-H clubs with 18 local leaders for major project work are serving 313 club members.

The interest in both adult and junior work has increased and more responsibility is felt by the members for the work.

Two county-wide canning days, two achievement days, one recreation conference, one rally day, three adult leader training meetings, four junior leader training meetings, three advisory board meetings are the county activity meetings held.

I am not satisfied with the year's work. My 4-H leader training meetings have been one failure in reaching goals set for the year. Neither have these 4-H leaders functioned as I had wanted them to. All 4-H clubs were not represented at the county meetings nor at the State Short Course. I planned for 90% records completed but fell short of that goal. Not enough project records were turned in and so few 4-H club members carried minor projects. The planning meeting for 4-H Club Council was unsuccessful too. All 4-H club meetings are not held outside school hours.

The organizations have not carried community projects and the average attendance has not been what I wanted.

IX. Plans and Goals for 1933:

1. Active leaders for all groups.
2. 100% attendance at all leader training meetings, both women and girls.
3. County-wide contest for women and girls.
4. Achievement Days for women and girls.
5. Exhibits at county fair.
6. Representatives to:
State Short Course
Virginia Homemakers Association
from all groups.

7. 4-H Club Council organized.
8. All 4-H Club meetings out of school.
9. Every girl carrying minor project.
10. 90% completed project records.
11. 100% records turned in.
12. All groups represented at county meetings.
13. Regular meetings of county advisory board.
14. More demonstrations given by leaders.
15. More recreation included in programs.

Conclusion:

For any progress in home demonstration work in Botetourt County in the past year, the home demonstration agent wishes to acknowledge the able assistance of Miss Sally Guy Davis, District Home Demonstration Agent; the extension specialists of the different departments; the county school superintendent; the county advisory board; the local leaders; and all people of Botetourt County who have given such genuine support and loyal cooperation in the work.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

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

ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Batavia
 Report of Helen M. Collins County Home Demonstration Agent
(Name) (Title)
 From December 1, 1931 to November 30, 1932

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

READ DEFINITIONS, PAGE 3



HOME DEMONSTRATION AGENT ANNUAL REPORT

Approved:

Date Dec 7-1932

Maudie E. Wallace
State or District Supervisor.

Date _____

State Extension Director.

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

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

Separate statistical and narrative reports are desired from each leader of a line of work, such as county agricultural agent, home demonstration agent, boys' and girls' club agent, and negro agent, regardless of title. Where an assistant agent has been employed a part or all of the year, a report on his or her work should be included with the report of the leader of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked. Where two or more agents are employed in a county, each a leader of a line of work, statistics should not be duplicated.

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

NARRATIVE SUMMARY

The narrative report should summarize and interpret the outstanding results accomplished and the extension methods used, under appropriate subheadings, for each project. Every statement should be clear-cut, concise, forceful, and, where possible, reinforced with necessary data from the statistical summary. Use an interesting style of writing, giving major accomplishments first under each project. Give extension methods fully relating to outstanding results only, and where practicable illustrate with photographs, maps, diagrams, blue prints, or copies of charts and other forms used. Full credit should be given to all cooperating agencies. The lines should be single-spaced, with double space between the paragraphs, and reasonably good margins. The pages should be numbered in consecutive order.

The following outline is suggestive of how the narrative report may be clearly and systematically presented. Each agent should adapt the outline to the situation and the work to be reported.

SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT

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

(a) Cereals.	(m) Dairy.
(b) Legumes and forage crops.	(n) Other livestock.
(c) Potatoes, Irish.	(o) Farm management.
(d) Cotton.	(p) Marketing, farm and home.
(e) Tobacco and other special crops.	(q) Foods and nutrition.
(f) Home gardens and home beautification.	(r) Child training and care.
(g) Market garden and truck crops.	(s) Clothing.
(h) Fruits.	(t) Home management.
(i) Forestry.	(u) Home furnishings.
(j) Rodents and miscellaneous insects.	(v) Home health and sanitation.
(k) Agricultural engineering and home engineering.	(w) Community activities.
(l) Poultry.	(x) Miscellaneous.
- V. Outlook and recommendations, including suggestive program of work for next year.
- VI. Summary of activities and accomplishments, preferably of one or two typewritten pages only, placed at the beginning or end of the narrative report.

STATISTICAL SUMMARY

To supplement the narrative part of the report, and in order that comparable State and National summaries may be made, it is necessary to include a statistical summary of the work in each county. The following form has been prepared to insure uniformity of reporting:

DEFINITIONS OF TERMS USED IN THIS REPORT

1. A program of work is a statement of the specific lines of extension work to be undertaken by the extension agent during a year or a period of years.
2. A plan of work is a definite outline of procedure for carrying out the different phases of the program of work. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
3. A community is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report a community is one of the several units into which a county is divided for conducting organized extension work.
4. A project leader, local leader, or committeeman is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organizer or a subject-matter leader.
5. Demonstrations as contemplated in this report are of two kinds—method demonstrations and result demonstrations. A method demonstration is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
A result demonstration is a demonstration conducted by a farmer, home maker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, or that the use of certified seed in growing potatoes is a good investment.
The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A result demonstration is an adult, boy, or girl who conducts a result demonstration as defined above.
7. A cooperater is a farmer or home maker who agrees to adopt certain recommended practices upon the suggestion of an extension worker. The work is not directly supervised by the extension agent and records are not required, but reports on the success of the practices may be obtained.
8. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
9. 4-H Club members enrolled are those boys and girls who actually start the work outlined for the year.
10. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
11. A demonstration meeting is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
12. A training meeting is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
13. An office call is a call in person by an individual or group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
14. A farm or home visit is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
15. Days in office should include time spent by the county extension agent in his office, extension conferences, and any other work directly related to office administration.
16. Days in field should include all days spent on official duty other than those spent in office.
17. Letters written should include all original letters on official business. (Duplicated letters should not be included.)
18. An extension school is a school usually of two to six days' duration, arranged by the extension service, where practical instruction is given to persons not residents at the college. An extension short course differs from an extension school in that it is usually held at the college or other educational institution and usually for a longer period of time.
19. Records consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.

GENERAL ACTIVITIES

Report Only This Year's Activities and Results that can be Verified

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

Helin M. Collins Home Dem. Agent 12
(Name) (Title) (Months of service this year)

2. County extension organization or association.

(a) Name County Advisory Board

(b) Number of members 75 (1) Men _____ (2) Women 75

3. Number of communities in county where extension work should be conducted 10

4. Number of above communities in which the extension program has been cooperatively worked out by extension agents and local committees 10

5. Number of different voluntary county or community local leaders or committeemen actively engaged in forwarding the extension program.

(a) Adult work 101 (1) Men _____ (2) Women 101

(b) 4-H Club work 18 (1) Men _____ (2) Women 10
 (3) Older club boys _____ (4) Older club girls 8

6. Number of clubs or other groups organized to carry on adult home demonstration work 9

7. Members in above clubs or groups 295

8. Number of 4-H Clubs 12

9. Number of different 4-H Club members enrolled 313 (a) Boys 6
 (b) Girls 307

10. Number of different 4-H Club members completing 200 (a) Boys 4
 (b) Girls 196

11. Number of members enrolled in 4-H Club work for:

	1st Year	2d Year	3d Year	4th Year	5th Year	6th Year and Over
(a) Boys	<u>6</u>					
(b) Girls	<u>182</u>	<u>90</u>	<u>35</u>			

12. Number of 4-H Club members according to age.

Age	10	11	12	13	14	15	16	17	18	19	20
Boys					<u>4</u>		<u>1</u>	<u>1</u>			
Girls	<u>37</u>	<u>47</u>	<u>43</u>	<u>43</u>	<u>42</u>	<u>42</u>	<u>27</u>	<u>16</u>	<u>5</u>	<u>4</u>	<u>1</u>

¹ Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on pages 8 to 24, less any duplications due to the same boy or girl carrying on two or more subject-matter lines of work.

GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results that can be Verified

13. Number of 4-H Club members in school.....	263	Out of school.....	50	13
14. Number of 4-H Club teams trained.....	(a) Judging..... (b) Demonstration.....		14	
15. Number of groups organized for extension work with rural young people above the 4-H Club age.....			15	
16. Members in above groups.....	(a) Young men..... (b) Young women.....		16	
17. Total number of farm visits ¹ made in conducting extension work.....			17	
18. Number of different farms visited.....			18	
19. Total number of home visits ² made in conducting extension work.....			873	19
20. Number of different homes visited.....			306	20
21. Number of calls relating to extension work.....	(a) Office..... (b) Telephone.....		245 589	21
22. Number of days agent spent in office.....			115 1/2	22
23. Number of days agent spent in field.....			175	23
24. Number of news articles or stories published ³			44	24
25. Number of individual letters written.....			593	25
26. Number of different circular letters prepared (not total copies mailed).....			50	26
27. Number of bulletins distributed.....			12,650	27
28. Number of radio talks made.....				28
29. Number of events at which extension exhibits were shown.....			3	29
30. Training meetings held for local leaders or committeemen.....	(a) Adult work	(1) Number.....	3	20
		(2) Total men leaders attending.....		
	(b) 4-H Club	(3) Total women leaders attending.....	35	
		(1) Number.....	4	
		(2) Total leaders attending.....	21	
		(a) Number.....	199	
31. Method demonstration meetings held (do not include meetings reported under No. 30).....	(b) Total attendance.....		3,615	31
32. Meetings held at result demonstrations.....		(a) Number.....	1	32
		(b) Total attendance.....	16	
33. Tours conducted.....		(a) Number.....		33
		(b) Total attendance.....		
34. Achievement days held.....	(a) Adult work	(1) Number.....	1	34
		(2) Total attendance.....	300	
	(b) 4-H Club	(1) Number.....	1	
		(2) Total attendance.....	150	

¹ List as farm or home visit according to principal purpose of visit.

² Include county and State press, agricultural journals, and home magazines. Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results that can be Verified

25. Encampments held	(a) Farm women	(1) Number	25	
		(2) Total members attending		
	(b) 4-H Club	(3) Total others attending	35	
		(4) Total others attending		
26. Other meetings of an extension nature participated in and not previously reported	(a) Number	12	36	
	(b) Total attendance	4952		
27. Meetings held by local leaders or committeemen not participated in by agent and not reported elsewhere	(a) Adult work	(1) Number	10	27
		(2) Total attendance	136	
	(b) 4-H Club	(1) Number	8	27
		(2) Total attendance	84	

PROGRAM SUMMARY

List below information on each subdivision of the program of work. Include under each heading all of the work done with men, women, boys, and girls. If an assistant agent has been employed include his or her time with that of the agent. This page should not be filled out until the questions on the following pages have been answered. Estimate where records are not available.

Line of work	Number of committees or other units participating	Number of leaders or committeemen assisting	Days specialists helped with line of work	Days agent devoted to line of work	Number of meetings held in relation to line of work	Number of news stories published	Number of different circulars lettered	Number of farm or home visits made	Number of other calls received	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	
28. Cereals (page 8)										38
29. Legumes and forage crops (pages 9, 10)										39
40. Potatoes, Irish (page 11)										40
41. Cotton (page 11)										41
42. Tobacco and other special crops (page 11)										42
43. Home gardens and home beautification (page 12)	2		2	2½	2		2	35	50	43
44. Market garden and truck crops (page 12)										44
45. Fruits (page 12)										45
46. Forestry (page 13)										46
47. Rodents and miscellaneous insects (page 13)										47
48. Agricultural engineering (page 14)										48
49. Poultry (page 15)	2			1				2	3	49
50. Dairy (page 15)										50
51. Other livestock (page 15)										51
52. Farm management (page 16)										52
53. Marketing—farm and home (page 17)										53
54. Foods and nutrition (page 18)	16	18	4	123	130	10	10	10	278	54
55. Child training and care (page 19)										55
56. Clothing (page 20)	4			4	4				4	56
57. Home management (page 21)	4			6	4	2		12	25	57
58. House furnishings (page 22)	8	18	6	72	50	12	15	52	302	58
59. Home health and sanitation (page 23)										59
60. Community activities (page 24)	16	18	1	22	1	13	10	18		60
61. Miscellaneous (page 24)										61
62. Building extension program of work ¹	9	101		30	20	4	6	25	112	62
63. Organization—extension association and committee ²	3	25		30	12	3	7	219	54	63
	64	180	11	290½	223	44	50	373	833	

(The totals for these columns do not necessarily check with the information given on pages 4, 5, and 6, since one meeting, farm visit, circular letter, etc., may relate to two or more lines of subject matter.)

¹ Under "building the extension program" include all work incident to the collection of economic and social data as a basis for determining programs, the conducting of program surveys, and the outlining of county, district, and community programs. Do not include work related to the execution of programs, as this should be reported under the projects above.

² Under "organization" include all work incident to maintaining extension associations, agricultural councils, home demonstration councils, advisory committees, project committees, community committees, and the like not reported under building the extension program.

FRUITS, VEGETABLES, AND BEAUTIFICATION OF HOME GROUNDS

Report Only This Year's Extension Activities that are Supported by Boards

Item	(a) Home gardens	(b) Market gardening, truck, and canning crops	(c) Beautifi- cation of home grounds	(d) Tree fruits	(e) Fruit and small fruits	(f) Grapes
88. Number of method demonstration meetings held.....	2		16			
89. Number of adult result demonstrations completed or carried into the next year.....						
90. Total number of acres included in adult result demonstrations.....	xxxxx		xxxxx			
91. Average increased yield per acre on adult result demonstrations due to recommended practices.....	xxxxx	bu.	xxxxx	bu.	qts.	lbs.
92. Number of 4-H Club members enrolled.....	(1) Boys.....					
	(2) Girls.....	19				
93. Number of 4-H Club members completing.....	(1) Boys.....					
	(2) Girls.....	19				
94. Number of acres grown by club members completing.....			xxxxx			

NOTE.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned.

(Use space below for State questions not listed above)

VEGETABLE GARDENING

Estimated value of vegetables in 4-H club gardens \$950 adult gardens \$29,700
 No. 4-H club members with own garden 10 No. using parents garden 9
 Percentage of 4-H club members having good fall gardens 50%
 No. adult garden club members 198 No. adult leaders trained _____
 No. food club members minoring in gardens 19
 No. members raising new vegetables 79
 No. members selling vegetables from garden 70
 Amount of sales from specific gardens \$3000
 No. county leader training meetings held _____
 Total attendance at county leader training meetings _____
 No demonstrations given by leaders with agent present _____ Without agent _____
 No. demonstrations given where leaders assisted agent _____

LANDSCAPE GARDENING

No. demonstrations in yards to homemakers 16
 No. demonstrations on school grounds to women's groups _____
 No. demonstrations on civic grounds to women's groups 1
 No. result demonstrations: (a) yards 16 (b) schools _____ (c) civic centers 1
 No. persons using advice for improving home grounds 26 other grounds _____
 No. persons receiving information on: plant study 6 flower growing _____
 landscape needs 15 standards and objectives _____

FORESTRY

Report Only This Year's Extension Activities that are Supported by Records

95. Number of method demonstration meetings held.....		95
96. Number of adult result demonstrations completed or carried into the next year.....		96
97. Number of 4-H Club members enrolled.....	(a) Boys..... (b) Girls.....	97
98. Number of 4-H Club members completing.....	(a) Boys..... (b) Girls.....	98
99. Number of transplant beds cared for by club members completing.....		99
100. Number of acres farm wood lot managed by club members completing.....		100
101. Number of new forest or farm woodland areas planted according to recommendations.....		101
102. Acres involved in preceding question.....		102
103. Number of farms assisted in forest or wood-lot management.....		103
104. Acres involved in preceding question.....		104
105. Number of farms planting windbreaks according to recommendations.....		105
106. Number of farms following recommendations as to control of white-pine blister rust.....		106
107. Number of farms assisted in other ways relative to forestry (specify below).....		107

(Use space below for State questions not listed above)

.....

.....

.....

.....

RODENTS, OTHER ANIMAL PESTS, AND MISCELLANEOUS INSECTS

Report Only This Year's Extension Activities that are Supported by Records

(Do not include work reported under "Crop" and "Livestock" headings)

Item	(a)	(b)	(c)	
	Rodents	Other animal pests	Insects	
108. Number of method demonstration meetings held.....				108
109. Number of result demonstrations completed or carried into the next year.....				109
110. Pounds of poison used.....				110

AGRICULTURAL ENGINEERING

(Farm and Home)

Report Only This Year's Extension Activities that are Supported by Records

111. Number of method demonstration meetings held.....	111
112. Number of adult result demonstrations completed or carried into the next year.....	112
113. Number of 4-H Club members enrolled.....	113
(a) Boys.....	
(b) Girls.....	
114. Number of 4-H Club members completing.....	114
(a) Boys.....	
(b) Girls.....	
115. Number of farms following recommendations in installing drainage systems.....	115
116. Acres drained by such systems.....	116
117. Number of farms following recommendations in installing irrigation systems.....	117
118. Acres irrigated by such systems.....	118
119. Number of farms building terraces and soil-saving dams to control erosion according to recommendations.....	119
120. Acres on which soil erosion was so prevented.....	120
121. Number of farms clearing land of stumps or boulders according to recommended methods.....	121
122. Number of families assisted with house-planning problems.....	122
123. Number of dwellings constructed according to plans furnished.....	123
124. Number of dwellings remodeled according to plans furnished.....	124
125. Number of sewage-disposal systems installed according to recommendations.....	125
126. Number of water systems installed according to recommendations.....	126
127. Number of heating systems installed according to recommendations.....	127
128. Number of lighting systems installed according to recommendations.....	128
129. Number of farms on which buildings other than dwellings were constructed or remodeled this year according to plans furnished.....	129
130. Number of buildings involved in preceding question.....	130
(a) Dairy barns.....	
(b) Hog houses.....	
(c) Poultry houses.....	
(d) Silos.....	
(e) Other.....	
130%. Number of farms or homes following recommendations on maintenance and repair of machinery.....	130%
130%. Number of machines involved in preceding question.....	130%
(a) Tractors.....	
(b) Tillage implements.....	
(c) Harvesters and threshers.....	
(d) Other.....	
130%. Number of farms employing better types of machinery or equipment recommended by extension agent.....	130%

POULTRY, DAIRY CATTLE, BEEF CATTLE, SHEEP, SWINE, AND HORSES

Report Only This Year's Extension Activities that are Supported by Records

Item	(a) Poultry	(b) Dairy cattle	(c) Beef cattle	(d) Sheep	(e) Swine	(f) Horses and mules	
131. Number of method demonstration meetings held							131
132. Number of adult result demonstrations completed or carried into the next year							132
133. Number of animals involved in these completed adult result demonstrations							133
134. Total profit or saving on adult result demonstrations completed							134
135. Number of 4-H Club members enrolled							135
(1) Boys							
(2) Girls	1						
136. Number of 4-H Club members completing							136
(1) Boys							
(2) Girls	1						
137. Number of animals involved in 4-H Club work completed	50						137
138. Number of farms assisted in obtaining purebred sires							138
139. Number of farms assisted in obtaining high-grade or purebred females							139
140. Number of bull, boar, ram, or stallion circles or clubs organized							140
141. Number of members in preceding circles or clubs							141
142. Number of herd or flock improvement associations organized or reorganized							142
143. Number of members in these associations							143
144. Number of farms not in associations keeping performance records of animals							144
(Use space below for State questions not listed above)							

POULTRY

No. leaders trained: adult _____ 4-H club _____ Total profit on 4-H club \$ 10
 Total profit on adult club _____ Result demonstrations completed _____
 No. birds culled 100 Increase in egg production from better feeding 1,200
 Profit made by farm flock improvement contestants _____
 Profit made from other poultry cooperators _____
 Value of 4-H club poultry \$ 45 Profit from 4-H club poultry \$ 10 c.s.

MARKETING (FARM AND HOME)

Report Only This Year's Extension Activities that are Supported by Records

Item	(a) Grain and feed	(b) Cotton	(c) Dairy products	(d) Livestock	(e) Fruits and vegetables	(f) Poultry and eggs	(g) Home products	(h) Other	
160. Number of cooperative-marketing associations or groups organized during the year.....									160
161. Number of cooperative-marketing associations or groups previously organized assisted by extension agent this year.....									161
162. Membership in associations organized and assisted (161 and 162).....									162
163. Value of products marketed by all associations worked with.....	\$	\$	\$	\$	\$	\$	\$	\$	163
164. Value of supplies purchased by all associations worked with.....	\$	\$	\$	\$	\$	\$	\$	\$	164
Number of cooperative-marketing associations or groups assisted with problems of—									
165. Preliminary analysis.....									165
166. Organization.....									166
167. Accounting and auditing.....									167
168. Financing.....									168
169. Business policies.....									169
170. Production to meet market demand.....									170
171. Reduction of market losses.....									171
172. Use of current market information.....									172
173. Standardizing.....									173
174. Processing or manufacturing.....									174
175. Packaging and grading.....									175
176. Loading.....									176
177. Transporting.....									177
178. Warehousing.....									178
179. Keeping membership informed.....									179
180. Merging into larger units.....									180
Number of farms or homes not in cooperative associations or groups assisted with problems of—									
181. Standardizing.....									181
182. Packaging and grading.....									182
183. Use of current market information.....									183

(Use space below for State questions not listed above)

CLOTHING

Report Only This Year's Extension Activities that are Suggested by Bureau

208. Number of method demonstration meetings held	4	208
209. Number of adult result demonstrations completed or carried into the next year		209
210. Number of 4-H Club members enrolled	(a) Girls _____ (b) Boys _____	210
211. Number of 4-H Club members completing	(a) Girls _____ (b) Boys _____	211
212. Number of individuals following recommendations in improving construction of clothing	(a) Women <u>12</u> (b) Girls _____	212
213. Number of individuals using a clothing budget	(a) Women _____ (b) Girls _____ (c) Boys _____	213
214. Number of individuals making garments for themselves	(a) Women <u>12</u> (b) Girls _____	214
215. Number of individuals improving children's clothing according to recommendations	(a) Women _____ (b) Girls _____	215
216. Number of individuals following recommendations in improving care, renovation, and remodeling of clothing	(a) Women _____ (b) Girls _____	216

	Women	Girls
a. Number members who kept a clothing account	_____	_____
b. Number members who learned to shop more wisely	_____	_____
c. Number members who improved selection of dress as to color, line and design	<u>2</u>	_____
d. Number members who learned to wear sensible walking shoes	_____	_____
e. Number members who adopted better posture	<u>22</u>	_____
f. Number members who do their own mending: All Part W _____ G _____ Family Mending	_____	_____
g. Number demonstrations given by leader with agent present	_____	_____
Number demonstrations given by leader without agent present	_____	_____
h. Number demonstrations where leader assisted agent	_____	_____
i. Number demonstrations given by club members	_____	_____
j. Number people (other than club members) influenced to adopt new practices	_____	_____
k. Number clothing groups	<u>4</u>	_____
l. Number leaders trained	_____	_____
m. Number county leader training meetings hold	_____	_____
n. Total attendance at county leader training meetings	_____	_____
o. Work done: Garments made W _____ G _____ Garments remodeled	_____	_____
Garments dry cleaned W _____ G _____ Hats or caps made	_____	_____

HOME MANAGEMENT

Report Only This Year's Extension Activities that are Supported by Records

217. Number of method demonstration meetings held.....	4	217
218. Number of adult result demonstrations completed or carried into the next year.....		218
219. Number of 4-H Club members enrolled.....	(a) Girls..... (b) Boys.....	219
220. Number of 4-H Club members completing.....	(a) Girls..... (b) Boys.....	220
221. Number of homes keeping home accounts according to a recommended plan.....		221
222. Number of homes budgeting expenditures in relation to income according to a recommended plan.....		222
223. Number of homes following recommended methods in buying for the home.....		223
224. Number of women following a recommended schedule for home activities.....		224
225. Number of kitchens rearranged for convenience according to recommendations.....		225
226. Number of homes following recommendations in obtaining labor-saving equipment.....	12	226
227. Number of homes adopting recommended laundering methods.....		227
228. Number of homes adopting recommended methods in care of house.....	81	228
229. Number of homes assisted in an analysis of their home conditions with reference to a standard of living.....		229
230. Number of homes assisted in making adjustments in home making to gain a more satisfactory standard of living.....		230

(Use space below for State questions not listed above)

	Women	Girls
5-a Number homes improving storage spaces.....		
5-b Number articles labor-saving equipment home-made.....	67	
Ready-made.....	32	
5-c Number homes adjusting heights of working surfaces.....		
5-d Number kitchens improved in appearance.....		
5-e Total number kitchens improved.....		
5-f Estimated number other people influenced.....		
5-g Number demonstrations by leaders, agent present.....		
5-h Number demonstrations by leaders, agent absent.....		
5-i Number demonstrations with which leaders assisted agent.....		
5-j Number demonstrations given by club members.....		
5-k Number home management groups in county.....	4	
5-l Number leaders trained.....		
5-m Number county leader-training meetings held.....		
5-n Total attendance of leaders.....		

HOME FURNISHINGS

Report Only This Year's Extension Activities that are Supported by Records

231. Number of method demonstration meetings held 50 231

232. Number of adult result demonstrations completed or carried into the next year 285 232

233. Number of 4-H Club members enrolled } (a) Girls _____ } 233
} (b) Boys _____ }

234. Number of 4-H Club members completing } (a) Girls _____ } 234
} (b) Boys _____ }

235. Number of individuals improving the selection of household furnishings } (a) Women 50 } 235
} (b) Girls _____ }

236. Number of individuals following recommendations in improving methods of repairing, remodeling, or refinishing of furniture } (a) Women 54 } 236
} (b) Girls _____ }

237. Number of individuals following recommendations in improving treatment of windows (shades, curtains, draperies) } (a) Women 64 } 237
} (b) Girls _____ }

238. Number of individuals following recommendations in improving arrangement of rooms (other than kitchens) } (a) Women 56 } 238
} (b) Girls _____ }

239. Number of individuals improving treatment of walls, woodwork, and floors } (a) Women 67 } 239
} (b) Girls _____ }

(Use space below for State questions not listed above)

		Women	Girls
6-a	No. improving selection, arrangement of pictures, accessories.....	<u>30</u>	<u>1</u>
6-b	How many used dyes in making over old materials?.....	<u>45</u>	<u> </u>
6-c	No. improving home storage spaces.....	<u>15</u>	<u> </u>
6-d	WORK DONE	: Number : Actual Cost; Amount Saved	
		: Women; Girls; Women; Girls; Women, Girls	
	Chairs and stools seated.....	<u>42</u>	<u>\$ 29.10</u>
	Articles slip-covered or upholstered.....	<u>10</u>	<u>12.67</u>
	Furniture repaired, remodeled, refinished.	<u>81</u>	<u>47.60</u>
	Window treatments improved.....	<u>111</u>	<u>55.50</u>
	Walls, woodwork, floors.....	<u>92</u>	<u>10.00</u>
	Articles or sets of linens made.....	<u>3</u>	<u>.90</u>
	Bags, mats, chair seats made.....	<u>66</u>	<u>34.94</u>
	Other articles made or made over.....	<u>9</u>	<u>6.98</u>
	Ready-made articles secured.....	<u> </u>	<u> </u>
6-e	Total no. dif. rooms imp; W <u>180</u> G <u> </u> ; 6-f Est. no. other people influenced	<u>300</u>	<u> </u>
6-g	No. dem. by leaders, agent present; W <u>12</u> G <u> </u> ; 6-h agent absent.....	<u>10</u>	<u> </u>
6-i	No. dem. with which leaders assisted agent.....	<u>14</u>	<u> </u>
6-j	No. dem. given by club members.....	<u>0</u>	<u> </u>
6-k	No. house furn. groups in county; W <u>8</u> G <u> </u> ; 6-l leaders trained.....	<u>18</u>	<u> </u>
6-m	No. co. leader training meetings; W <u>3</u> G <u> </u> ; 6-n Total attend. loaders..	<u>35</u>	<u> </u>

HOME HEALTH AND SANITATION

Report Only This Year's Extension Activities that are Supported by Grants

240. Number of method demonstration meetings held..... 240

241. Number of adult result demonstrations completed or carried into the next year..... 241

242. Number of 4-H Club members enrolled.....

(a) Girls.....	} 242
(b) Boys.....	

243. Number of 4-H Club members completing.....

(a) Girls.....	} 243
(b) Boys.....	

244. Number of 4-H Club members not in special health clubs who participated in definite health-improvement work.....

(a) Girls.....	} 244
(b) Boys.....	

245. Number of individuals following recommendations as to complete health examination..... 245

246. Number of individuals improving health habits according to recommendations..... 246

247. Number of individuals improving posture according to recommendations..... 247

248. Number of individuals adopting recommended positive preventive measures to improve health (Immunization for typhoid, diphtheria, smallpox, etc.)..... 248

249. Number of homes adopting better home-nursing procedure according to recommendations..... 249

250. Number of homes installing sanitary closets or outhouses according to recommended plans..... 250

251. Number of homes screened according to recommendations..... 251

252. Number of homes following other recommended methods of controlling flies, mosquitoes, and other insects..... 252

(Use space below for State questions not listed above.)

7-a How many water systems have been installed according to recommendations?.....

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COMMUNITY OR COUNTRY-LIFE ACTIVITIES

Report Only This Year's Extension Activities that are Supported by Records

253. Number of communities assisted in making social or country-life surveys, or in scoring themselves or their community organizations.....	253
254. Number of country-life conferences or training meetings conducted for community leaders..... /	254
255. Number of community groups assisted with organizational problems, programs of activities, or meeting programs.....	255
256. Number of communities developing recreation according to recommendations.....	256
257. Number of community or county-wide pageants or plays presented.....	257
258. Number of community houses, clubhouses, or community rest rooms established.....	258
259. Number of communities assisted in improving hygienic or public-welfare practices.....	259
260. Number of school or other community grounds improved in accordance with plans furnished.....	260
261. Number of 4-H Clubs engaging in community activities, such as improving school grounds, conducting local fairs, etc.....	261
261½. Total number of different communities assisted in connection with the community or country-life work reported on this page.....	261½

(Use space below for State questions not listed above)

BEES, WEEDS, HANDICRAFT, RABBITS, AND MISCELLANEOUS

Under This Heading Report Other Lines of Work not Included in the Preceding Pages, Such as Bees, Weeds, Handicraft, and Similar Work, i. e., any Other Information that can be Reported Statistically and that Will Help to Give a Complete Account of the Year's Work

Item	(a) Bees	(b) Weeds	(c) Handicraft	(d) Rabbits	(e) ¹
262. Number of method demonstration meetings held.....					262
263. Number of adult result demonstrations completed or carried into next year.....					263
264. Number of 4-H Club members enrolled.....	(1) Boys.....				264
	(2) Girls.....				
265. Number of 4-H Club members completing.....	(1) Boys.....				265
	(2) Girls.....				

¹ Indicate project by name.