

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 25 Counties
 Report of Summary County Negro Farm 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



Co. Agts P

Approved:

Date Nov 29/32

Date Dec 15 1932

W. D. Patterson
J. L. Charity
 State or District Supervisors
A. Montgomery
 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.

<ol style="list-style-type: none"> (a) Cereals. (b) Legumes and forage crops. (c) Potatoes, Irish. (d) Cotton. (e) Tobacco and other special crops. (f) Home gardens and home beautification. (g) Market garden and truck crops. (h) Fruits. (i) Forestry. (j) Rodents and miscellaneous insects. (k) Agricultural engineering and home engineering. (l) Poultry. 	<ol style="list-style-type: none"> (m) Dairy. (n) Other livestock. (o) Farm management. (p) Marketing, farm and home. (q) Foods and nutrition. (r) Child training and care. (s) Clothing. (t) Home management. (u) Home furnishings. (v) Home health and sanitation. (w) Community activities. (x) Miscellaneous.
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- 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:

DEMONSTRATIONS OR TRAINS 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 organization 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 demonstrator is an adult, boy, or girl who conducts a result demonstration as defined above.
7. A cooperator is a farmer or home maker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent and records are not required, but reports on the success of the practices may be obtained.
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 resident 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.

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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.

This report includes the work of 21 Agents in 25 Counties for 12 months from December 1, 1931 - November 30, 1932

2. County extension organization or association.

(a) Name *County Advisory Board*
 (b) Number of members: (1) Men *22 739*, (2) Women *22 264*

3. Number of communities in county where extension work should be conducted *22 773*

4. Number of above communities in which the extension program has been cooperatively worked out by extension agents and local committees *12 187*

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

(a) Adult work: (1) Men *22 806*, (2) Women *22 238*
 (b) 4-H Club work: (1) Men *12 79*, (2) Women *22 171*, (3) Older club boys *12 163*, (4) Older club girls *22 84*

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

7. Members in above clubs or groups

8. Number of 4-H Clubs *12 200*

9. Number of different 4-H Club members enrolled: (a) Boys *12 2323*, (b) Girls *20 1533*

10. Number of different 4-H Club members completing: (a) Boys *21 2045*, (b) Girls *19 1588*

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	<i>920</i>	<i>488</i>	<i>349</i>	<i>326</i>	<i>170</i>	<i>170</i>
(b) Girls	<i>755</i>	<i>407</i>	<i>308</i>	<i>234</i>	<i>87</i>	<i>72</i>

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

Age	10	11	12	13	14	15	16	17	18	19	20
Boys	<i>103</i>	<i>204</i>	<i>277</i>	<i>313</i>	<i>352</i>	<i>315</i>	<i>308</i>	<i>302</i>	<i>128</i>	<i>79</i>	<i>37</i>
Girls	<i>112</i>	<i>185</i>	<i>253</i>	<i>265</i>	<i>265</i>	<i>150</i>	<i>128</i>	<i>152</i>	<i>87</i>	<i>42</i>	<i>21</i>

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 14, less any duplications due to the same boy or girl carrying on two or more subject-matter lines of work.

** no of Counties*

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	22	3654	Out of school	17	502	13
14. Number of 4-H Club teams trained	(a) Judging		21	87	14	
	(b) Demonstration		20	114		
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				16	
	(b) Young women					
17. Total number of farm visits ¹ made in conducting extension work	22	14255				17
18. Number of different farms visited	22	7442				18
19. Total number of home visits ¹ made in conducting extension work						19
20. Number of different homes visited						20
21. Number of calls relating to extension work	(a) Office		21	3805	21	
	(b) Telephone		8	234		
22. Number of days agent spent in office	22	14281 ⁴				22
23. Number of days agent spent in field	22	14829 ⁴				23
24. Number of news articles or stories published ²	15	382				24
25. Number of individual letters written	22	7261				25
26. Number of different circular letters prepared (not total copies mailed)	21	1038				26
27. Number of bulletins distributed	19	9756				27
28. Number of radio talks made						28
29. Number of events at which extension exhibits were shown	16	28				29
30. Training meetings held for local leaders or committeemen	(a) Adult work		(1) Number	17	165	30
			(2) Total men leaders attending	14	1095	
		(3) Total women leaders attending	12	526		
	(b) 4-H Club		(1) Number	15	101	
			(2) Total leaders attending	15	598	
31. Method demonstration meetings held (do not include meetings reported under No. 30)	(a) Number		17	1046	31	
	(b) Total attendance		17	17010		
32. Meetings held at result demonstrations	(a) Number		13	483	32	
	(b) Total attendance		13	2985		
33. Tours conducted	(a) Number		7	9	33	
	(b) Total attendance		7	547		
34. Achievement days held	(a) Adult work		(1) Number	2	2	34
			(2) Total attendance	2	143	
		(b) 4-H Club	(1) Number	13	15	
			(2) Total attendance	13	2116	

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 Events that can be Verified

		(1) Number.....	
	(a) Farm women	(2) Total members attending.....	
		(3) Total others attending.....	
35. Encampments held.....		(1) Number.....	35
		(2) Total boys attending.....	32
	(b) 4-H Club	(3) Total girls attending.....	27
		(4) Total others attending.....	20
36. Other meetings of an extension nature participated in and not previously reported.....		(a) Number.....	36
		(b) Total attendance.....	22710
		(1) Number.....	101
37. Meetings held by local leaders or committeemen not participated in by agent and not reported elsewhere.....	(a) Adult work	(2) Total attendance.....	2651
		(1) Number.....	171
	(b) 4-H Club	(2) Total attendance.....	2191

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 filed out until the questions on the following pages have been answered. Estimate where records are not available.

Line of work	Number of communities 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, letters issued	Number of farm or home visits made	Number of office calls received	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	
38. Cereals (page 8)	224	369	101	1060	391	21	553	3570	372	38
39. Legumes and forage crops (pages 9, 10)	169	298	17	911	285	7	276	1663	250	39 ✓
40. Potatoes, Irish (page 11)	45	37	1	83	44		25	302	46	40
41. Cotton (page 11)	35	23		124	22		2	337	26	41
42. Tobacco and other special crops (page 11)	17	13		24	28		15	67	18	42
43. Home gardens and home beautification (page 12)	180	433	26	703	269	13	210	1920	224	43
44. Market garden and truck crops (page 12)	20	11		29	16	1	2	146	39	44
45. Fruits (page 12)	58	96	2	223	53	7	14	502	72	45
46. Forestry (page 13)										46
47. Rodents and miscellaneous insects (page 13)										47
48. Agricultural engineering (page 14)	92	68		259	78	2	161	604	79	48
49. Poultry (page 15)	85	232	13	592	232	25	198	1786	326	49 ✓
50. Dairy (page 15)	17	21	2	62	27	7	104	166	38	50
51. Other livestock (page 15)	96	209	17	540	152	6	170	1234	159	51
52. Farm management (page 16)	32	26	2	76	19		7	129	56	52
53. Marketing—farm and home (page 17)	15	15		37	16		100	109	11	53
54. Foods and nutrition (page 18)										54
55. Child training and care (page 19)										55
56. Clothing (page 20)										56
57. Home management (page 21)										57
58. House furnishings (page 22)										58
59. Home health and sanitation (page 23)	29	17	32	47	16	1	11	220	12	59 ✓
60. Community activities (page 24)	46	62	22	69	72	6	10	179	29	60
61. Miscellaneous (page 24)										61
62. Building extension program of work ¹	34	43	8	57	24		12	133	26	62
63. Organization—extension association and committee ²	10	7		60	21	1	7	57	1	63

(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.

LEGUMES AND FORAGE CROPS—Continued

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

Item	(1)	(2)	(3)	(4)	(5)	(6)
	Soy beans	Cowpeas	Velvet beans	Field beans	Peanuts	Other ¹
72. Number of method demonstration meetings held	8 40	7 57		2 3	5 27	3 7
73. Number of adult result demonstrations completed or carried into the next year	14 121	11 156			3 48	3 21
74. Total number of acres included in adult result demonstrations	572	449			354	104
75. Average increased yield per acre on adult result demonstrations due to recommended practices ²	bu. / 3 tons 12	bu. / 2 tons 29	bu. / tons	bu. 4	bu. / 8 tons 238	bu. / 1 ton
76. Number of 4-H Club members enrolled	(1) Boys 10	(2) Girls 13		4	229	
77. Number of 4-H Club members completing	(1) Boys 10	(2) Girls 13		4	229	
78. Number of acres grown by club members completing	10	17		3	209	
79. Total yield of crops grown by club members completing ³	57 bu. / 3 tons	152 bu. / 2 tons	bu. / tons	36 bu.	10123 bu.	bu. / tons
<p>Note.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned.</p> <p>(Use space below for State questions not listed above)</p>						

¹ Indicate crop by name.² Indicate whether yield is bushels of seed or tons of cured forage.

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	13	82	111
112. Number of adult result demonstrations completed or carried into the next year	13	166	112
113. Number of 4-H Club members enrolled	(a) Boys		113
	(b) Girls		
114. Number of 4-H Club members completing	(a) Boys		114
	(b) Girls		
115. Number of farms following recommendations in installing drainage systems	3	13	115
116. Acres drained by such systems	3	99	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	7	112	119
120. Acres on which soil erosion was so prevented	7	145	120
121. Number of farms clearing land of stumps or boulders according to recommended methods	6	34	121
122. Number of families assisted with house-planning problems	5	67	122
123. Number of dwellings constructed according to plans furnished	6	18	123
124. Number of dwellings remodeled according to plans furnished	5	16	124
125. Number of sewage-disposal systems installed according to recommendations			125
126. Number of water systems installed according to recommendations	3	18	126
127. Number of heating systems installed according to recommendations	1	1	127
128. Number of lighting systems installed according to recommendations	1	4	128
129. Number of farms on which buildings other than dwellings were constructed or remodeled this year according to plans furnished	14	122	129
	(a) Dairy barns	2	11
	(b) Hog houses	5	19
130. Number of buildings involved in preceding question	(c) Poultry houses	14	73
	(d) Silos		
	(e) Other	6	43
130%. Number of farms or homes following recommendations on maintenance and repair of machinery	5	131	130%
	(a) Tractors	4	16
130%. Number of machines involved in preceding question	(b) Tillage implements	5	249
	(c) Harvesters and threshers	5	36
	(d) Other	6	82
130%. Number of farms employing better types of machinery or equipment recommended by extension agent	2	11	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
	13	2			11	
131. Number of method demonstration meetings held	124	7			82	131
132. Number of adult result demonstrations completed or carried into the next year	15	27	1		12	132
133. Number of animals involved in these completed adult result demonstrations	174	27	2	✓	133	133
134. Total profit or saving on adult result demonstrations completed	15	148	2		2379	134
	8477	6117			2902	
135. Number of 4-H Club members enrolled	163	4			299	135
(1) Boys	1059	2			17	
(2) Girls	143	4			379	136
136. Number of 4-H Club members completing	901	2			16	
(1) Boys	23949	6			393	137
(2) Girls	82	11	2		74	138
137. Number of animals involved in 4-H Club work completed	76	47	2		78	139
138. Number of farms assisted in obtaining purebred sires	2		2		11	140
139. Number of farms assisted in obtaining high-grade or purebred females	20		18		24	141
140. Number of bull, boar, ram, or stallion circles or clubs organized						142
141. Number of members in preceding circles or clubs						143
142. Number of herd or flock improvement associations organized or reorganized						144
143. Number of members in these associations	82	153				
144. Number of farms not in associations keeping performance records of animals				✓		
(Use space below for State questions not listed above)						

FARM MANAGEMENT, CREDIT, INSURANCE, AND TAXATION

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

145. Number of method demonstration meetings held 3 14 145
146. Number of adult result demonstrations completed or carried into the next year 6 86 146
147. Number of 4-H Club members enrolled in account work (a) Boys 147
(b) Girls 147
148. Number of 4-H Club members completing (a) Boys 148
(b) Girls 148
149. Number of farms keeping farm accounts throughout the year under supervision of agent 5 55 149
150. Number of farms keeping cost-of-production records under supervision of agent 5 34 150
151. Number of farms assisted in summarizing and interpreting their accounts 5 44 151
152. Number of farms assisted in making inventory or credit statements 5 78 152
153. Number of farm business or enterprise survey records taken during year 2 13 153
154. Number of farms making recommended changes in their business as result of keeping accounts or survey records 3 48 154
155. Number of other farms adopting cropping, livestock, or complete farming systems according to recommendations 4 112 155
156. Number of farms advised relative to leases 3 69 156
157. Number of farms assisted in obtaining credit 3 203 157
158. Number of different farms assisted in using outlook or other timely economic information as a basis for readjusting farm operations 4 594 158
159. Number of farms in preceding question making readjustments in— 159
- | | | | | | | |
|-----------------|---|-----|------------------|---|----|-----|
| (a) Wheat | 3 | 12 | (g) Dairy cattle | 3 | 7 | (m) |
| (b) Corn | 4 | 14 | (h) Beef cattle | 1 | 1 | (n) |
| (c) Cotton | 2 | 20 | (i) Hogs | 4 | 32 | (o) |
| (d) Potatoes | | | (j) Sheep | | | (p) |
| (e) Tobacco | 2 | 79 | (k) Poultry | 4 | 60 | (q) |
| (f) Truck crops | 2 | 127 | (l) Peanut | 1 | 1 | (r) |

(Use space below for State questions not listed above)

MARKETING (FARM AND HOME)

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

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.....								<i>see table page</i>	160
161. Number of cooperative-marketing associations or groups previously organized assisted by extension agent this year.....								<i>22</i>	161
162. Membership in associations organized and assisted (161 and 162).....								<i>*294</i>	162
163. Value of products marketed by all associations worked with.....	\$	\$	\$	\$	\$	\$	\$	\$	163
164. Value of supplies purchased by all associations worked with.....	\$	\$	\$	\$	\$	\$	\$	<i>*176</i>	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)

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FOODS AND NUTRITION

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

184. Number of method demonstration meetings held 184
185. Number of adult result demonstrations completed or carried into the next year 185
- | | Food selection and preparation | Food preservation |
|--|--------------------------------|-------------------|
| | (a) | (b) |
| 186. Number of 4-H Club members enrolled (1) Girls 186 | | |
| (2) Boys 186 | | |
| 187. Number of 4-H Club members completing (1) Girls 187 | | |
| (2) Boys 187 | | |
188. Number of homes assisted in planning family food budget for a year 188
189. Number of homes budgeting food expenditures for a year 189
190. Number of homes balancing family meals for a year 190
191. Number of homes improving home-packed lunches according to recommendations 191
192. Number of schools following recommendations for a hot dish or school lunch 192
193. Number of children involved in preceding question 193
194. Number of homes using improved methods in child feeding 194
195. Number of individuals adopting recommendations for corrective feeding (such as weight control, anemia, pellagra, and constipation) 195
196. Number of jars of canned products preserved by 4-H Club members 196

(Use space below for State questions not listed above)

CLOTHING

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

- 208. Number of method demonstration meetings held 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.....	} 210
(b) Boys.....	
- 211. Number of 4-H Club members completing

(a) Girls.....	} 211
(b) Boys.....	
- 212. Number of individuals following recommendations in improving construction of clothing

(a) Women.....	} 212
(b) Girls.....	
- 213. Number of individuals using a clothing budget

(a) Women.....	} 213
(b) Girls.....	
(c) Boys.....	
- 214. Number of individuals making garments for themselves

(a) Women.....	} 214
(b) Girls.....	
- 215. Number of individuals improving children's clothing according to recommendations

(a) Women.....	} 215
(b) Girls.....	
- 216. Number of individuals following recommendations in improving care, renovation, and remodeling of clothing

(a) Women.....	} 216
(b) Girls.....	

(Use space below for State questions not listed above)

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HOME HEALTH AND SANITATION

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

240. Number of method demonstration meetings held..... 3 31 240
241. Number of adult result demonstrations completed or carried into the next year..... 2 42 241
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 1 93 244
(b) Boys 1 131
245. Number of individuals following recommendations as to complete health examination..... 1 224 245
246. Number of individuals improving health habits according to recommendations..... 1 166 246
247. Number of individuals improving posture according to recommendations..... 2 298 247
248. Number of individuals adopting recommended positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)..... 1 100 248
249. Number of homes adopting better home-nursing procedure according to recommendations..... 1 254 249
250. Number of homes installing sanitary closets or outhouses according to recommended plans..... 3 303 250
251. Number of homes screened according to recommendations..... 4 258 251
252. Number of homes following other recommended methods of controlling flies, mosquitoes, and other insects..... 134 252

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

COMMUNITY OR COUNTRY-LIFE ACTIVITIES

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

253. Number of communities assisted in making social or country-life surveys, or in scoring themselves or their community organizations.....	2	9	253
254. Number of country-life conferences or training meetings conducted for community leaders.....	2	15	254
255. Number of community groups assisted with organizational problems, programs of activities, or meeting programs.....		2	255
256. Number of communities developing recreation according to recommendations.....	4	22	256
257. Number of community or county-wide pageants or plays presented.....			257
258. Number of community houses, clubhouses, or community rest rooms established.....	2	2	258
259. Number of communities assisted in improving hygienic or public-welfare practices.....	3	34	259
260. Number of school or other community grounds improved in accordance with plans furnished.....	5	20	260
261. Number of 4-H Clubs engaging in community activities, such as improving school grounds, conducting local fairs, etc.....	7	41	261
261½. Total number of different communities assisted in connection with the community or country-life work reported on this page.....	4	3	26 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.....					264
(1) Boys.....					
(2) Girls.....					
265. Number of 4-H Club members completing.....					265
(1) Boys.....					
(2) Girls.....					

¹Indicate project by name.