

NARRATIVE REPORT

of

A. G. Birdsall
County Agent

Gloucester County
Virginia

1953

II TABLE OF CONTENTS ANNUAL NARRATIVE REPORT 1953

- III Introduction 3
- IV Type of Agriculture 3
- V Extension Organization Planning 3
 - A. Organization and Planning 3
- VI Crop Production 6
 - A. Agronomy 6
 - 1. Corn Production 6
 - 2. Soybean Production 7
 - 3. Pasture 8
 - 4. Alfalfa Hay Production. 9
 - B. Horticulture 10
 - 1. Fruits 10
 - 2. Vegetables 10
 - 3. Truck Crops 11
 - C. Commercial Bulbs 11
- VII Livestock Production 12
 - A. Poultry. 12
 - B. Dairying 14
 - C. Livestock 15
 - 1. Beef 15
 - 2. Swine 16
 - 3. Sheep. 16
- VIII Conservation of Natural Resources 17
- IX Forestry. 18
- X Farmstead Equipment and Improvement 19
- XI Farm Mechanical Equipment 20
- XII Ornamentals. 20
- XIII Community Development. 21
- XIV h-H Club Work 23
 - A. Organization 23
 - 1. Project Activities 24
 - 2. District and State Short Course 25
 - 3. Recreation 25
 - 4. Achievements 26

XV Agricultural Professional Workers Council 26

XVI Production and Marketing Administration 26

XVII County Mobilization Committee. 27

• XVIII Credit and Loaning Agencies 27

XIX District Soil Conservation Program 27

XX Evaluation of Work 27

III INTRODUCTION

In this narrative report is given results of objectives set up by the County Board of Agriculture, the different commodity committees, the county h-H Council, agricultural association programs, and other projects carried on by the agent. The different methods used in accomplishing the objectives and results obtained are stated under appropriate headings and subheadings for the year ending November 30, 1953.

The County Extension Program carried out in 1953 was very actively supported by members of the County Board of Agriculture, members of commodity committees and agricultural associations, civic leaders, representatives of the weekly and daily papers, county officials, and business organizations.

Beginning June 16, Robert E. Reynolds assumed duties as Assistant County Agent, working with the Agent in all programs and phases of work with most of his time devoted to the h-H Club program.

IV TYPE OF AGRICULTURE

Gloucester County is located in the Tidewater area bordered on the north-east by the Piankatank River and Middlesex County, on the Northwest by the Poropotank Creek, King & Queen County, on the Southwest and South by the York River and on the East by the Severn, Ware and North Rivers which empty into the Mobjack Bay. Mathews County also borders Gloucester on the East by land from the head of North River across to the Piankatank River.

Gloucester County has an area of 223 square miles and according to the last census the number of farms is 842, however the total residents in the County exceed 2400, with 4500 owning land. More of the smaller farms are located in the lower part of the County, East and South bordering the rivers where more part-time farming is practiced. In these areas, many of the residents receive their income from outside employment in Navy, Army, and Air Force installations or shipyard, or other industries located in the Newport News peninsula area. The number of people who reside in the County and work in the peninsula area has increased and persons travel from all sections of the county to that area. The seafood industry provides much income to persons living along the rivers.

The number of full-time farmers has increased to some extent, with many of the farmers renting land to make it practical to operate farm equipment, such as corn pickers, combines, hay balers, tractors, corn shellers, and other mechanical equipment for production and harvesting of corn, soybeans and small grain.

V EXTENSION ORGANIZATION PLANNING

A. ORGANIZATION AND PLANNING:

The county organization which sponsors and assists in promoting the Extension work in the county is the County Board of Agriculture. This includes a membership of 52. The members of community committees,

officers of the commodity committees, agricultural professional workers as ex-officio members, president of the County h-H Council, representatives of the schools, press, key banker, presidents of civic clubs, the County Game Warden and Chairman of the County Board of Supervisors, make up the membership of the County Board of Agriculture. The different voluntary local leaders of different agricultural communities including adult h-H leaders number 91 men and 82 women. The County h-H Council includes officers of the nine h-H Clubs and chairmen of the different committees of the clubs.

The members of the committees and organizations mentioned assisted the agent in planning and carrying out 112 result demonstrations.

- a. Goals: (1) Reorganize the County Board of Agriculture.
- (2) Reorganize the commodity committees and agricultural associations and organize one new committee.
- (3) Assist in reorganizing two community improvement clubs and organize one new club.
- (4) County Board select five objectives from the Five Year Long-Term objectives for special emphasis for 1953.

b. Methods Used:

At a meeting of the County Board of Agriculture held in December, plans were made for the annual supper meeting by the Board to be held in January. Plans were also made at this meeting relative to the participation of Gloucester County in the Tidewater Agricultural Fair in 1953.

c. Results:

The Seventh Annual Supper meeting of the Gloucester County Board of Agriculture was held Tuesday night, January 20 at 7:00 o'clock in the basement of Bellamy Church. Members present included chairmen and women leaders of agricultural communities, chairmen of agricultural commodity committees, representatives of agricultural agencies, agricultural professional workers and guests.

Chairman of the Board, Stephen Field, Jr., opened the meeting with invocation by Rev. Victor B. Anthony, III, Pastor of Bellamy Church. Stephen Field, Jr. was re-elected as Chairman of the Board.

The guest speaker, Dr. Harry Love, Head, V.P.I. Agricultural Economics and Rural Sociology Department, spoke on the subject, "The Agricultural Outlook and Related Considerations." His talk was given following a report by the different commodity chairmen and agricultural professional workers.

34
72

In closing, Dr. Love, in discussing related considerations, suggested that farmers use opportunities offered and remove from our ways things which cause friction in our living.

The five year, long time objectives were reviewed and the Board selected the following objectives for emphasis during 1953:

- (1) Seed 100 acres alfalfa.
- (2) 1000 acres pasture development.
- (3) 90% of cropland in winter cover crops.
- (4) Increase yields and quality of corn, small grain, and soybeans.
- (5) Open ditch drainage - 1000 acres.

Other results and objectives accomplished included meetings of commodity committees held and re-organized at which time objectives for 1952 were reviewed and objectives set up for 1953. The commodity committees include agronomy, poultry, livestock, dairy, commercial flower growers, and pasture.

Results of the accomplishments of the different committees as presented at the County Board of Agriculture meeting were published in the local newspapers.

Neighborhood leaders have been furnished during the year, information on different agricultural subjects and were asked to give this information to others in their neighborhood.

The local Ruritan Club, which includes membership of about one-third farmers, one-third professional workers, and one-third businessmen, has been very active in carrying out objectives set up by different committees in the club the first part of the year, especially the agricultural objectives, including soil conservation and forestry. The different committees include program, entertainment, fellowship, finance, welfare and health, recreation, youth, agriculture, rural church, public highways, education, industry, home and conservation.

As Chairman of the program committee, the Agent takes an active part in promoting the program and other activities during the year.

The two Community Improvement Clubs were re-organized and an effort was made to organize one new club, but it was not organized.

The Agent and seven other persons from the County Attended the Institute of Rural Affairs held at V.P.I.

As a member of the Board of Directors of the local Red Cross Chapter, the agent attended quarterly meetings and assisted with this County program

34
72

VI CROP PRODUCTION

A. AGRONOMY:

The County Board of Agriculture in selecting five major objectives for 1953, included all agronomy subjects with the exception of one. Much time and emphasis was given by the Agents in trying to carry out these objectives.

1. Corn Production:

a. Goal: Increase yields and quality.

A number of farmers continued to use corn hybrids which are not on the recommended list by the V.P.I. Agronomy Department, and there was a need to continue demonstrations showing comparisons of the recommended varieties along with a few other varieties.

b. Methods Used:

Members of the Agronomy Committee and the Agent selected four major objectives for the year. These objectives were also adopted by the County Board of Agriculture for major emphasis. To carry out the different objectives, the committee decided to continue some of the different demonstrations such as varietal, fertilization, seeding, and yields. The Agent assisted the demonstrators in obtaining different varieties of seed, with procedure for setting up and carrying out the demonstrations.

c. Results:

Eleven corn varietal demonstrations were conducted, four of these with 4-H Club members. During the Eighth Annual Agronomy Tour, three of the demonstrations were visited by 60 different farmers. Some of the demonstrations included as many as 22 different varieties, including recommended varieties. P. H. DeHart, Assistant Extension Director, and M. P. Lacy, Assistant Extension Agronomist, accompanied the tour. Mr. Lacy pointed out the different varieties and made comment concerning them, and at the same time made comparisons between the varieties.

Many farmers are using an early-maturing corn hybrid variety, which makes it possible to harvest the corn early, and with good weather conditions can follow with small grain.

Farmers were encouraged and were furnished information relative to spraying corn to control weeds. During the Agronomy Tour a field of corn was visited which had been sprayed with 2,4-D and had had one cultivation. Weed control was good. This practice was followed by more farmers than usual and is expected to increase.

34
72

One farmer conducted a demonstration using heptachlor to control soil-inhabiting insects affecting corn. The results obtained were very outstanding in beneficial effects which could be noticed when the corn was growing. The agent assisted in obtaining and applying the material, working with the Extension Entomologist of V.P.I., Dr. J. O. Rowell.

In order to promote better cultural practices and increase the amount of fertilizer used per acre on corn, the 100 Bushel Corn Club was continued for the third year. Three meetings of the club were held during the year, with a membership of 38. The members were given information on how to produce 100 bushels of corn per acre, including recommendations for fertilizing and planting.

Corn was measured for 15 of the members by leaders and agricultural professional workers. Four members produced 100 bushels per acre with the top yield at 122.95 bushels. A large trophy is awarded each year to the member producing the highest yield. The trophy cannot be retained permanently unless the same member wins it two years. A supper meeting is held each year at which time the trophy and 100 bushel corn club certificates are awarded.

At the Agronomy Committee planning meeting held for planning the Agronomy program, W. W. Lewis, Extension Agronomist of V.P.I. stated that the number of acres of corn grown in Gloucester had decreased from the period 1939-1949, however, the yields per acre had increased from 23 to 47 bushels per acre.

Corn yields have been far above what had been expected because of the drought. Most farmers made at least a 50% yield, and many produced almost a normal average yield.

2. Soybean Production:

- a. Goal: Increase yields and quality of soybeans.
- b. Methods Used:

Soybean varietal demonstrations were conducted by five adult farmers and one 4-H Club member. The demonstrations included S-100, Perry, Ogden, Volstate, Dorthsoy, and Dorman.

- c. Results:

Two soybean varietal demonstrations were visited during the Agronomy Tour, where Mr. Lacy discussed the merits of different varieties, including the new variety, Dorman. The soybean production club was organized in connection with 100 Bushel Corn and pasture clubs to encourage the use of fertilizer on soybeans with proper method of application and to carry out other recommended agricultural practices. Growers who were members of the corn and pasture clubs were also members of the soybean club. The

Agents arranged with the growers to measure one acre of soybeans and then arranged for the weighing of the beans from that acre to determine the yields. One grower produced 50 bushels per acre, with others averaging around 40 bushels. A trophy will be awarded to the highest producer at the annual 100 Bushel Corn-Pasture, Soybean Club supper meeting on December 3. Prizes have been solicited from feed, fertilizer, and gas and oil distributors by members of the Clubs and will be awarded at the meeting. All dealers making a contribution are invited to attend.

The acres of soybeans produced in the county increased in 1953. It is believed that 8000 acres were planted this year. Producers find a ready market in the county for soybeans and corn.

Farmers were advised through the local newspaper relative to varietal and fertilizer recommendations and other cultural practices.

A group of seven farmers and agents attended the meeting at the Warsaw Experiment Station in October and saw the results of the demonstrations conducted on control of weeds in soybeans.

The yield of soybeans has been very outstanding considering the drought. Many farmers have reported good yields.

3. Pasture:

a. Goal: Pasture development - 1000 acres.

b. Methods Used:

To promote the seeding of ladino clover-tall grass pastures and other grass-legume pastures, and re-seeding of pastures when needed, demonstrations were conducted on seeding, fertilizing, and management, including clipping.

The County Pasture Club was re-organized with larger membership encouraged. Farmers were advised with news articles through the local press on fertilization and seeding rates, clipping, re-seeding, and top-dressing. Neighborhood leaders were advised relative to fertilizer recommendations.

c. Results:

At the conclusion of the annual Agronomy Tour, Mr. DeHart spoke on the subject, "The Foundation for Agricultural Progress." In discussing the cost of production, Mr. DeHart said, "In 1949, Gloucester County farmers spent about 45% of their gross income for feed and hired labor". He said, "The production of more feed and a greater production per man hour of labor would appear to be in order".

Farmers were told further by Mr. DeHart that "We need to give more attention to the production of more feed in planning

our pasture system so as to reduce the effects of drought. This will include the production and storage of feed during the spring months when we usually have good rains. The use of more silage, alfalfa, and winter grazing crops will help meet this need."

The pasture program has been emphasized during the last three years by the agent and other agricultural workers.

Through the Agronomy Tour, 60 farmers saw the ladino clover-Ky.-31 fescue pasture on a beef cattle farm, also on another farm they saw ladino clover-orchard grass, and ladino clover-fescue pasture in the same field. Here a discussion was given by Mr. DeHart on proper management of the pasture, which included rotational grazing. In another demonstration, the farmers saw one of the leading pastures in the County which was irrigated. The pasture was seeded in the fall of 1952 with 800 pounds of 0-10-20 fertilizer. The pasture had been clipped regularly each month beginning in April.

Pastures were inspected for eight members of the Pasture Club to determine their eligibility to receive pasture certificates provided by the Agronomy Department of V.P.I. The certificates are awarded at the annual supper meeting. Nine demonstrations in seeding and renovating were conducted and two fertilization demonstrations with one new demonstration started in the fall. The three fertilization demonstrations were made possible by the Plant Food Institute of Virginia and North Carolina.

The number of news stories prepared for the local paper on pastures include 10, number of letters written include 877, with 164 bulletins distributed. Ninety-seven farm visits were made in connection with pastures. Pasture meetings held by the Agent and other agricultural workers during the year include civic clubs, 2; community clubs, 11; commodity groups, 8; and others, 4. The total attendance at the meetings was 816. A total of 345 acres in new pastures were seeded in the County in 1953, with old pastures renovated, 112 acres. The acres of old pasture top-dressed was 525. More farmers owning small farms are seeding ladino-tall grass pastures.

h. Alfalfa Hay Production

- a. Goal: Seed 100 acres alfalfa.
- b. Methods Used:

The demonstrations using the Williamsburg variety of alfalfa showing that alfalfa can be successfully grown and the importance of using proper fertilization for stand maintenance was continued. Farmers were encouraged to top-dress alfalfa using the recommended analysis with boron included. Publicity was given in local newspapers relative to the proper management of alfalfa stands.

c. Results:

New demonstrations were not established in different communities as had been planned, however, many farmers were advised directly and through newspapers to seed the Williamsburg variety. Many livestock farmers have seen the value of growing alfalfa for hay. Many of the farmers top-dress annually, using either 2-12-12 or 0-10-20 with boron. Some reported five cuttings of hay this season. Farmers use lime before and after seeding as recommended.

Much of the hay produced is baled either by the farmer, or by custom baling.

B. HORTICULTURE:

1. Fruits:

a. Goal: Encourage farmers to plant more small fruits for home use, home freezing, and some for commercial sale, especially strawberries.

b. Methods Used:

Farmers, as well as non-farmers, have been furnished information on such practices as spraying, pruning, disease and insect control on fruits.

c. Results:

Many farmers have been advised of the importance of spraying all types of fruit trees in order to have quality fruit, and a more than usual number of farmers are following these practices and other recommended practices outlined in the "Virginia Spray Bulletin".

Many requests were received at the office of the county agent for information on varieties of fruit, spraying recommendations, and preparation of small fruit for freezing.

2. Vegetables:

(a) Home Garden:

a. Goal: To urge rural people to have well balanced garden for summer and winter and increase number of gardens.

b. Methods Used:

A County garden meeting was held at which time a specialist of the V.P.I. Horticulture Department discussed the varieties of vegetables, preparation of seed bed, planting, cultivation, mulching, and other practices of the vegetable garden.

Garden suggestions, prepared by the Horticulture Department

of V.P.I. have been sent monthly, by the Agent, to 150 gardeners, covering different topics on vegetable gardening.

c. Results:

Many farmers and others throughout the county place much emphasis on growing a well balanced garden with many leafy vegetables for both summer and winter. The Agent has encouraged this, also freezing of vegetables.

3. Truck Crops:

- a. Goal: Conduct two watermelon demonstrations using seed of a new variety of watermelons developed by the USDA Southeastern Vegetable Breeding Laboratory, Charleston, South Carolina.

b. Methods Used:

Watermelon growers were contacted and arrangements made for planting a new variety of watermelon seed, #51-57, which were furnished by the USDA Southeastern Vegetable Breeding Laboratory, Charleston, South Carolina. Ten pounds of seed were placed with five growers and one H-H Club member. The growers signed contracts with the USDA Vegetable Breeding Laboratory.

c. Results:

Reports from the farmers indicated that this variety of watermelon grew as well as some of the other varieties, however, the market did not accept it favorably because of the gray color.

C. COMMERCIAL BULBS:

- a. Goal: Work with the local flower growers association in carrying out the objectives and program of the association, including improved marketing practices through official grades.

b. Methods Used:

Four meetings of the Virginia Flower Growers Association were held, mostly during the first part of the year, to make plans in connection with the grading and inspection by the State Division of Markets of daffodils which are shipped to Northern and Eastern markets. The Agent attended the meetings, also assisted in promoting the grading and inspection work in the County.

c. Results:

Daffodils were inspected and graded officially for the first time by two Federal-State inspectors, under the supervision of the Virginia Division of Markets. The flowers were graded according to the standards set up by the USDA and the Virginia Division of Markets. This inspection and grading of flowers was the result of several seasons of work by the

34
72

representatives of the USDA and the Division of Markets, and the Agent cooperating. A total of 5,124 boxes were officially graded and inspected with proper labels attached and shipped to market

VII LIVESTOCK PRODUCTION

A. POULTRY:

- a. Goal: Assist the Gloucester County Poultry Committee in working with other counties in the area and in setting up county poultry recommendations for 1953 and re-organizing.

b. Methods Used:

Outlook information was sent to all of the 116 commercial poultrymen in the County.

Plans were made at a meeting of the Gloucester County Poultry Committee in the early part of the year, at which time the County Poultry Committee reviewed the recommendations for 1952 and set up nine recommendations for 1953, including 17 result demonstrations. The agent assisted. The Tri-County Poultry Committee held their meeting in Gloucester for planning the Tidewater Regional Poultry meeting. Publicity was given through the weekly and daily papers in the area, and on radio stations.

Regular visits were made to the County by L. W. Herrick, Jr., Associate Extension Poultry Husbandman of V.P.I., at which time poultry farm visits were made in connection with the grow healthy pullet program, also plans made for carrying out the poultry program in the County. He assisted the Agent in making plans for the second annual poultry tour in the County.

"Hints for Tomorrow's Poultrymen" were sent monthly to 4-H Club members enrolled in this project. This information was prepared by the Poultry Department of V.P.I. and distributed by the Agent to the Club members.

Bulletins and circulars have been distributed to poultrymen throughout the year, also information furnished through farm and office visits and telephone calls relative to poultry, including disease control. Several method demonstrations were given by the Assistant Agent on vaccinating to control fowl pox.

Very few broilers are produced in the County commercially, and many poultrymen are successful flock owners. Poultry is the leading source of income in the County according to the 1950 census. The egg income is supplemented in a small way with capons. The agent caponized 882 birds for 28 farmers. Several persons have been taught by the Agent to caponize, which reduces the number which he is called on to do.

c. Results:

The Annual Regional Poultry meeting was held January 7 in Gloucester County, with 70 poultrymen, agricultural workers, and others attending from Gloucester. Attending also were poultrymen from five other counties in the area. Plans for infra-red brooding were obtained by 75 poultrymen attending the meeting.

The second annual poultry tour was held in July when three farms in the County were visited, with 25 persons taking part. During the tour, sixteen result demonstrations were visited. L. W. Herrick, Jr. accompanied the tour and at the conclusion of the tour gave a summary. The result demonstrations included brooding and laying houses, poultry equipment, hatchery brooding flocks, roofs-aluminum, summer shelters, land rotations, brooding and laying houses, poultry equipment-dropping pits and boards, ventilation, feed mixing plant, egg cooling cellar, deep and special litter, summer pastures, disposal pits, community nests, and ventilation.

Members of the Gloucester County Poultry Committee were very active in promoting the county poultry recommendations. Funds were raised by the committee through solicitation from local feed dealers and others interested in the poultry industry, which made it possible to serve free lunches and refreshments at regional poultry meetings held during the year.

Three adult leaders, who are members of the County Poultry Committee, Denver D. Bragg, the Assistant County Agent, and the County Agent visited sixty-two h-H poultry projects on Tuesday, June 30, at which time the projects were scored. Four members of the Gloucester County Poultry Committee donated prizes and the County Committee donated \$10.00 for prizes which were presented to eight members receiving the highest scores at the annual h-H Achievement Program held in October. Seven poultry h-H Club members served as Junior Leaders and accompanied the adults to show them where h-H poultry members live.

In November, the Agent and A. L. Dean, Associate Poultryman, visited the poultry farm flock improvement demonstrators at which time Mr. Dean scored the poultry operations on the farm. Over a period of two years all of the twelve poultrymen enrolled in the project have improved their score on their poultry operations. The highest score was 98, with six of the flock owners above 90. Eight of the farm flock improvement demonstrators completing this year had a total of 7550 hens in their flocks.

Many of the poultrymen have breeder flocks and furnish eggs to two of the three hatcherymen in the County, under the supervision of the State Division of Markets. This means that the baby chicks purchased within the County are of high quality, which eliminates many problems with poultry production, including diseases. The hatcherymen are active in promoting the poultry program and assist in correcting poultry problems including disease control with flock owners.

B. DAIRYING:

a. Goal: Work to carry out recommended dairy practices with all types of dairying in the county.

b. Methods Used:

The following objectives were used, as set up by the County Dairy Committee, in carrying out the Extension Dairy program:

1. Place twelve registered dairy cattle in county.
2. Support West Point Fair and h-h and adult dairy entries. Send county herd.
3. Have at least three visits by Dairy Extension Specialist including h-h.
4. Encourage more commercial dairying in the county where feasible.
5. Coordinate T. B. and Bangs testing.
6. Coordinate calf vaccination with beef producers - August, December, and April.
7. Encourage breeding animals for fall freshening.
8. Have tour outside county to study improved dairy practices in May, July or August and sponsor farm dairy tour for h-h for one day.
9. Sponsor Dairy judging team for h-h.
10. Sponsor h-h Dairy Club. Start calf ring.
11. Encourage all breeders of purebred dairy animals to subscribe to breed magazines.
12. Start artificial breeding association.

c. Results:

The accomplishments of the h-h objectives above can be noted in the h-h projects.

Three dairymen and the Agent attended the first day of the dairy convention held in Richmond.

Three dairymen and the Agent attended the annual DHIA meeting held at Urbana at which time specialists of the Dairy Department of V.P.I. discussed dairying and the records of dairymen in the DHIA.

The Agent, as Secretary of the local DHIA, attended the meeting of directors of the Tidewater Association #1 and #2 at Saluda at which time the two associations decided to separate the organization. The Tidewater Association #1 includes the counties of Gloucester, Mathews, Middlesex, King and Queen and Essex.

The Agent arranged for a veterinarian to vaccinate in the County a total of 14 calves, TB test 73 and Bangs test 96 dairy animals for 32 farmers.

34
72

The Agents and three dairymen attended the organizational meeting held in November in King and Queen County for the Artificial Breeders Cooperative, which includes the counties of King and Queen, Caroline, Essex, and Gloucester.

Many farm visits were made by the Agent to answer calls for control of diseases of dairy cattle, which included digestive trouble, milk fever, mastitis and others.

C. LIVESTOCK:

- a. Goal: The long time agricultural objectives call for an increase in beef cattle and about the same number of hogs and sheep as in 1952. With this situation, there is a need for improvement in quality of livestock and the use of recommended practices.

1. Beef:

Methods Used:

The Agent arranged for a meeting of the County Livestock Committee the early part of the year, at which time the 1952 objectives were reviewed and the 1953 objectives set up. Effort was made by the Agent, with the cooperation of the livestock leaders to carry out the objectives through arrangements of demonstrations, livestock school, farm visits, meetings, and office visits. Subjects discussed at the all-day livestock school by three livestock specialists and agricultural engineer of V.P.I., were "Reap With Sheep", "Grow Hogs in 1953", "Feeder Calf Production and Sales", and "Buildings and Equipment With Livestock Farms".

The bulletins entitled, "Wintering Beef Cattle", and "Stretching Your Winter Feed Supply" were sent to all beef producers.

Results:

Arrangements were made for a veterinarian to group vaccinate a total of 86 beef calves during the year for 14 farmers; this also included farm visits for TB and Bangs testing 27 beef cattle.

The Area Livestock School was held in Gloucester in February and was attended by 45 farmers, including County Agents and farmers from six neighboring counties and cities.

Twenty-five cattlemen and others interested attended a spraying, dehorning and castrating demonstration meeting. Dr. J. C. Rowell, Extension Entomologist of V.P.I., gave the demonstration on spraying cattle, and Curtis C. Mast, Associate Extension Animal Husbandman of V.P.I., gave the dehorning and castrating demonstrations.

Many of the beef cattle producers have improved and developed tall grass-ladino pastures and are doing a good job feeding

34
72

cattle, including the production of hay. Some farmers are using the commercial grinding and mixing machines mounted on a truck and operated by an individual who makes regular trips to the county and farms. This service was started in October and is very helpful at this time, relieving the feed situation caused by the drought, and it is also a labor saving factor for the farmer.

Most of the beef farmers are using the elastrator for castrating calves. Farmers were encouraged by the Agent to purchase elastrators for the program which was started in 1951. Farmers have been advised through news articles, farm visits, and individual letters on correct breeding dates, use of farm plans, holding chutes, creep feeding, and feeding of minerals and salt.

2. Swine:

Methods Used:

Hogs for market have increased in the County during the last three years. Farmers have been advised through news articles, farm and office visits, meetings, and letters to provide and improve pastures for hogs and use adequate housing and also to treat pigs for parasites and in some cases to vaccinate.

Results:

A total of 90 days was used by the Agent and 34 by the Assistant Agent in working with livestock. Time devoted this year to working with livestock has not been as much as usual, as there has been very little cholera in the county. It is believed that this is due partly to the use of the new vaccine, Rovac, which has helped to eliminate the spread of cholera by giving this type of vaccine. Forty-seven farm visits were made to vaccinate 241 pigs and hogs. This compares to 169 farm visits made in 1952 to vaccinate 643 pigs. The Agent has taught a number of farmers how to use this new vaccine, and these farmers are vaccinating their own, also some of their neighbors.

Farmers, also 4-H Club members, were assisted in obtaining purebred pigs. Many farmers raise their own pigs for feeding out for market, especially since the local market was located in the County.

More farmers are using the sodium fluoride treatment to control worms, and farmers, including commercial hog raisers, have been advised and many adopted better methods of feeding and management using ladino clover pastures and better equipment. The Sear's Cow-Pig-Hen project, which was started in the county seven years ago, has helped to improve the quality of breeding hogs in the County. Two breeds have been used in this project.

3. Sheep:

Methods Used:

Sheep numbers in the county have remained about the same during

34
72

the past several years. There has been a need for improvement in the quality and management, also feeding of sheep.

Sheep growers were advised during the Livestock School held in Gloucester relative to recommended practices in sheep raising.

Results:

The farmers were encouraged to purchase purebred rams and to attend the purebred ram sale in Richmond, which several farmers did.

Growers were urged to use four annual treatments of Phenothiazine for worm control. Some of the farmers have adopted the practice of worming their sheep at regular intervals, however, others have a need to do this.

Growers have been advised relative to marketing of wool cooperatively. A number of growers have been following this practice for many years.

VIII CONSERVATION OF NATURAL RESOURCES

- a. Goals: (1) Ninety percent cropland in winter cover crops.
(2) A five year objective is open ditch drainage for 6000 acres - 1000 acres in 1953.
- b. Methods Used:

Ninety percent of cropland in winter cover crops was included in the five year long time objectives adopted in 1945. This objective still remains as one of the more important county objectives and was included in the five major objectives adopted by the Board for emphasis this year. It was also an objective of the Agronomy Committee. The Agent, working with the committee, has encouraged the seeding of winter cover crops, through preparation of news articles, farm and office visits, and meetings.

More farmers have seen the value of using winter cover crops. One farmer, after the field of corn was picked, turned hogs on the land to clean up the corn, and then seeded this field to rye grass after the hogs were removed. More crimson clover and other cover crops would have been seeded except for the severe drought this summer and fall. Publicity was given in the local paper on seeding winter cover crops for grazing, and top-dressing alfalfa, pastures and hay crops with fertiliser as emergency feed production recommendations because of the drought.

Another special objective which was adopted by the Board for emphasis in 1953 was open ditch drainage - 1000 acres. Much progress is being made with this type of work as it has been encouraged by the County Board of Agriculture and through the PWA as one of the county practices. Technical assistance has been provided through the office of the Soil Conservationist.

34
72

c. Results:

Through the weekly column headed "Notes From the County Agent", articles have been included on cover crops, advising farmers to seed cover crops, the amount of pasture which can be provided with cover crops, fertilizing, and rates of seeding. More farmers, including dairymen and beef producers, have realized the value of seeding winter cover crops in August for winter pasture. Farmers were advised that a winter grazing program utilizing cover crop mixtures would provide 90 to 100 days more grazing during the winter.

A total of 16,959 pounds of crimson clover seed were purchased through the local PMA office, which was less than that purchased in 1952, however, a number of farmers did not seed as much crimson clover and rye grass as last year because of the drought, especially during the fall. More farmers are using Austrian winter peas as a cover crop, also for soil improvement.

Through the local PMA office, farmers purchased 972 cwt. of fertilizer including analysis of 2-12-12, 0-14-14 and 0-10-20 for top-dressing pastures. The number of tons of lime used, purchased through the PMA office was 1,019 tons. Farmers purchased, directly, more lime this year than has usually been bought.

In connection with the drainage program the Agent assisted the local Soil Conservation Committee, under the supervision of the Soil Conservation Service Technician, in setting up the county objectives. Excellent results were noted by the Agent and several farmers on a farm located in the lower section of the county where the land is only a few feet above sea level. Where the V ditches had been constructed on land which had been cleared of bushes two years ago, pasture had grown well and no excess water was noticed in the land in late fall after rains. On an adjoining farm, where no V ditches had been constructed in the fields, the land was so wet after rains that it was difficult to harvest the soybean crop.

Although 1000 acres was not drained with V ditches this year, much progress was made along this line. Enough V ditches have been constructed in different sections of the county by the Soil Conservation Service Technician that farmers have realized the value of them in low land sections of the county.

On the Agronomy Tour a farm was visited where contour farming was noted and explained by the Soil Conservationist. A demonstration on proper land use on the farm was seen.

IX FORESTRY

a. Goal: The five year long time objective beginning in 1952 for woodland improvement is 5000 acres.

b. Methods Used:

Farmers have been advised relative to forestry practices through articles in the news papers, through office and farm visits, circulars, and meetings. The publicity prepared by Forrest W. Patton, Extension Forester, entitled "The Old Woodchopper Says" was sent to agricultural

34
72

professional workers, members of the County Forestry Committee, Ruritan Forestry Committee, sawmill operators, and several farmers.

Information was furnished to h-H program committees for h-H Club programs:

c. Results:

Fourteen h-H Club members completed the forestry project. One h-H Club member obtained through the Agent 1000 Loblolly pine seedlings for starting the h-H planting demonstration. An order was placed for 4000 Loblolly pine seedlings for one farmer to use for planting cut-over forest land.

The established forestry demonstrations on primary Highway #17 were visited at a meeting held at the demonstrations by 60 farmers, vocational agriculture students, and agricultural professional workers. Demonstrations were given by Forrest W. Patton on spraying hardwoods with 2,4,5-T, crop tree thinning, thinning and method of planting Loblolly pine seedlings.

Mr. Patton showed and discussed slides on forestry at a meeting of both Community Improvement Clubs. Demonstrations on cut-over forest land were set up in both Improvement Communities. The demonstrations included the use of 2,4,5-T and Ammate for killing hardwoods, spot tree planting is expected to be done later on in one demonstration.

X FARMSTEAD EQUIPMENT AND IMPROVEMENT

a. Goal: Assist farmers in constructing more buildings for storage of soybeans and other crops on the farm, also barns for feeding livestock. Other buildings are needed for housing the increased farm implements on farms.

b. Methods Used:

With assistance of Agricultural Engineering Specialist of V.P.I., the Agent has advised farmers by letters, farm and office visits on different types of farm equipment. News articles were published in the local paper.

A follow-up was made with beef cattle producers relative to the construction of holding chutes. They were advised that cattle would not be tested unless a proper holding chute was constructed. Plans were furnished 23 farmers for different types of farm buildings for dairy, beef, poultry, and swine. Sixteen were given information on remodeling or repairing farm buildings and 35 information on selection and construction of farm building equipment.

c. Results:

Farmers constructed four holding chutes for handling beef cattle. Three bull pens were constructed during the year. Many other buildings and much equipment were provided for the handling of livestock, also for some storage.

34
72

XI FARM MECHANICAL EQUIPMENT

- a. Goal: Encourage Farmers to give more attention to repair and housing of their farm equipment.

b. Methods Used:

Representatives of the Virginia Electric & Power Company of Richmond assisted the Agent in training older h-H Club members as Junior project leaders in the Farm and Home Electric project. Junior leaders then gave instruction to 58 boys and girls enrolled in this project.

The h-H tractor maintenance project was conducted through the assistance of two local farm equipment dealers serving as leaders. Twenty-five h-H Club members enrolled in this project.

c. Results:

In the Farm and Home Electric project, five girls and four boys served as Junior leaders and gave instruction to 50 boys and girls enrolled in this project. A total of 51 members completed the project. Ella Gray and Bernard Blake attended the State Farm and Home Electric Congress as County winners and were accompanied to the Congress by the Assistant Agent. County winners and the Assistant Agent prepared and exhibited a county exhibit at the Congress and also at the Tidewater Fair.

The h-H Tractor Maintenance project included classes for 27 members enrolled in this project.

During the Agronomy Tour a farm was visited where 60 farmers on the tour saw a farm machine shed for housing farm equipment, also a corn crib with labor saving equipment for handling the corn.

On another farm which was visited on the tour the farmers saw a fence which had been properly constructed, using treated fence posts. G. D. Kite, Associate Agricultural Engineer, discussed in detail the proper construction of fences, bracing, stretching, types of staples, and other points connected with fencing. Mr. Kite discussed farm buildings and construction at the previous farm visited.

Many farmers have bought additional equipment during the year, including new tractors, double row corn pickers, combines, hay balers, mowers, and other types of farm machinery. About 400 tractors are now operating in the County, compared to 150 in 1945. About 50 corn pickers, 30 pick-up hay balers, and 125 combines are in operation in the County.

XII ORNAMENTS

- a. Goals: (1) Work toward the improvement and beautification of home grounds throughout the County.

(2) Assist the PTA in the three schools with plans for home grounds beautification.

b. Methods Used:

Bulletins, Circulars, and other information were furnished farm men and women relative to ornamental plants and shrubs.

c. Results:

Enrolled in the Home Beautification project were 137 club members, with 127 completing. Seven of the nine h-H Clubs in the County included beautification of school grounds for their community project. At one of the high schools, h-H Club members raised \$100.00 for a drainage project for the school grounds, however, the project was not completed this year because of the contractor.

XIII COMMUNITY DEVELOPMENT

a. Goal: Assist in reorganizing two community improvement clubs and organize one new club.

b. Methods Used:

The Community and Civic organizations in this County are many, however, the two community improvement clubs organized by the Agent under the sponsorship of the Extension Service and the local Ruritan Club have been active during the year.

The two clubs were re-organized and an effort was made to organize the third community improvement club, but was not done. Some of the activities of the two community improvement clubs are given as the work progressed through the year.

c. Results:

The Agent attended a meeting at Fredericksburg with other Agents in the District from counties having a community improvement contest, at which time plans were made for county and area judging.

The Walter Reed and Petsworth Community Improvement Leagues made plans at a meeting in January for completing and collecting community check sheets which were turned in to the County Agent's office. The Walter Reed League turned in 32 out of 57 families and the Petsworth League turned in 28 out of 50 families in the community. On January 27, the communities were judged in the community improvement contest by the Agent and Home Agent of Richmond County and a minister of Gloucester County representing the local Ruritan Club which sponsored the contest by contributing \$100.00. The Walter Reed Improvement League won first place with a score of 495, and the Petsworth League second with a score of 493.

Assistance was given by the Agent in serving as one member of the judging committee which judged the community improvement projects in Richmond County on January 26.

The Walter Reed Improvement Club meeting was attended by 25 members. Officers were re-elected and committees appointed for 1953. This club was the county winner in the community improvement contest and was judged on an area basis. The Agent and seven leaders attended the banquet in Fredericksburg on February 27 at which time the President of the club received a plaque awarded for having placed fourth in the area contest.

The Petsworth Community Improvement League, at their March meeting, reorganized with the re-election of officers and appointment of different committees. The Agent assisted with the reorganization.

At the March meeting of the Walter Reed Community Improvement League, Miss LaVerne Barrs and R. G. Bass, representatives of VEPCO, attended, at which time Miss Barrs gave demonstrations on "Home Lighting".

A supper meeting of the members of the Walter Reed Community League and the Petsworth Community Improvement League was held at which time the Walter Reed League presented a program. The prizes were presented to the President of each club by the President of the Ruritan Club. First prize was \$60.00 and second prize was \$40.00. The supper was given by the Walter Reed group which won first place in the county and fourth in the district.

The two community improvement leagues held their regular monthly meetings. At the petsworth meeting, a home economist of VEPCO discussed and gave demonstrations on "Home Lighting". At the Walter Reed Club meeting, a representative of the local Welfare Office discussed this work in the county.

Two meetings of the Steering Committee were held in connection with the organization of a community improvement club in the Maxera community. The organization of the club was delayed until interest of the people can be determined.

Forrest W. Patton, Extension Forester, attended the Walter Reed and Petsworth Community Club meetings, at which time he discussed forestry, using slides.

The Walter Reed and Petsworth Community Improvement Leagues held their regular monthly meetings June 15 and 16 respectively. At this time, B. L. Hummel, Extension Sociologist, spoke on his recent visit to Korea. Also he showed color slides taken in Korea and other places.

The Agent and President of one of the Community Improvement Leagues attended the Ruritan meeting in Middlesex County and talked about the Community Improvement organization.

One of the two local Community Improvement Leagues held a picnic which was well attended.

Three members each of the two community improvement clubs attended a leader training meeting held at Urbana. Local slides on 4-H Club activities

34
72

and on pasture improvement work were shown and discussed by the Agent at the Walter Reed Community Improvement League meeting in August.

The agent showed slides to the two community improvement leagues on "More Efficient Use of Fertilizer, Lime and Seed" which were provided by the Agronomy Department of V.P.I. in connection with the county program for more efficient use of fertilizer, lime, and seed. Slides were also shown and discussed with the league members on local pastures, including different types of livestock.

The Community Improvement Clubs have held regular meetings with the program, business transactions, and refreshments served. The Agent showed slides and discussed farming activities in Gloucester County at one of the community meetings, and the Commissioner of Revenue discussed "County Government" at the meeting of the other community in October.

XIV 4-H CLUB WORK

A. Organization:

- a. Goal: Continue the 4-H Club county organization with emphasis on better programs by the members and more participation in contest.

Enrolled in the nine 4-H Clubs in Gloucester County in 1953 were 178 boys and 154 girls, who have carried projects in corn, soybeans, Irish potatoes, garden, forestry, beef animals, dairy animals, swine, poultry, rabbits, tractor maintenance, farm and home electric, safety, and home beautification. The 332 members have carried a total of 435 projects.

- b. Methods Used:

A meeting of the County 4-H Council was held last November at which time the County 4-H program was adopted by members of the Council which included 12 county objectives. A second meeting was held in May at which time plans were made for the annual County 4-H Rally and other 4-H programs.

The Agent assisted in preparing news articles on 4-H Club meetings, 4-H Council meetings, 4-H projects, and other 4-H activities. In June the Assistant County Agent began work in the County, and in August he started a special column in the local weekly paper entitled "Gloucester County 4-H Club Doings". This column included a write-up on outstanding activities of different 4-H Club members along with other 4-H activities.

The Agent send the Chairman of the Program Committees of different clubs information on subjects for the program committee to use in preparing and presenting programs at the meetings.

Adult leaders were obtained for each Club also Assistant Leaders for most of the clubs, with the help of 4-H Club members.

34
72

Club meetings were held by different clubs each month except during the summer, with the assistance of h-H Club leaders and Agents.

c. Results:

1. Project Activities:

The 287 club members completing, completed 354 projects with 86.4 percent of members completing. The percentage of projects completed was 81.37%.

With 57 members enrolled in the Farm and Home Electric project, 51 members completed. The units involved 188 articles in completed projects.

All of the 62 poultry projects carried by the 62 members were visited and scored on June 30 by three members of the County Poultry Committee, the Associate Extension Poultry Husbandman of V.P.I. and the Agents. Seven h-H Club poultry members served as Junior leaders in visiting the h-H poultry projects. Two of the members received 97 as the highest score, and tied for first place. The second score was 96, third, 95; fourth, 92; fifth, 91; and sixth and seventh was a tie with a score of 90. Prizes were donated by members of the Adult County Poultry Committee to members and were presented at the annual h-H Achievement Program. A County Poultry judging team was trained by the Agent with the assistance of the Associate Extension Poultry Husbandman of V.P.I. This team placed second in the District contest and participated in the State contest at V.P.I. where they placed tenth. One of the leading members of the team did not attend the State Short Course and take part in the State contest. A member of the team placed fourth in individual scoring, which made him eligible for the second State poultry team which will judge in Boston, Massachusetts. Two of the members sent poultry to the Atlantic Rural Exposition, and a number of exhibits were sent to the Tidewater Agricultural Fair.

For eight years, the Bear's Cow-Pig-Hen project has been operating in the County. One boar and one sow was exhibited at the Tidewater Fair in this project. Pigs were placed with five h-H Club members, including a boar placed with one for this project. They were judged by an Agent from an adjoining county with the assistance of the Assistant Agent, and cash prizes were awarded, totaling \$110.00. The first prize winner, Carter Borden, used part of his \$60 to purchase a purebred guernsey heifer.

Meetings of the County h-H Dairy Calf Club were held regularly, at which time members enrolled in the dairy project received instruction on the subject "Dairy Production" by their leaders, Arthur Farmer and Robert Hutchesson. Eleven h-H Club members exhibited a total of 14 calves at the Tidewater Fair,

34
72

which was an increase of five over last year. Three calves were shown at the Atlantic Rural Exposition by members. Many prizes were won through the showing of calves, also other club members won prizes with exhibits of hogs, beef cattle, poultry, and crops.

From the Dairy Calf Club membership, the dairy judging team was trained by leaders and Agent. The county team placed first in the district contest and seventh in the State. One member of the team was fifth in individual scoring in the State Contest. Nine members of the Dairy Calf Club, Robert Hutcheson, leader, the Agent, one dairyman, and one parent made a tour of the Mistr Dairy Farm in Henrico County. The Agents placed five purebred guernsey heifers with five h-h Club members during the year. Sixteen of the 18 club members enrolled in the dairy project own a total of 25 animals.

A total of three h-h tractor maintenance classes were held for 25 members enrolled in this project. Instruction was given by Joseph Pointer, Gloucester Supply Co, and I. W. West, Gloucester Equipment Co, Inc., and tractors were made available for club members to drive after class, under lights on the school grounds. William Harwood participated in the State contest at V.P.I. Two h-h Club members attended the h-h tractor maintenance school held at V.P.I.

The County Agent obtained eight different corn hybrids for demonstrations. Three club members conducted the corn hybrid varietal demonstrations.

2. District and State Short Course:

Four girls and nine boys attended the State h-h Short Course at V.P.I. in June, which was the largest delegation on record attending from Gloucester. The different contests in which the members participated have been mentioned, except Ella Gray participated in the public speaking contest and was among the top five contestants.

Nineteen boys, seven girls, and two adult leaders attended the District h-h Short Course at Jamestown Camp in July. The Agent did not attend because of illness.

3. Recreation:

The sixth annual county-wide, all-day h-h Rally was held at the Yorktown Recreational Park, Friday, June 5, with 175 h-h Club members and parents participating.

Members in most of the h-h Clubs sponsored and held h-h skating parties which provided recreation and at the same time the clubs received 50% of the gate receipts.

34
72

h. Achievements:

The programs at h-H Club meetings held during the year included the following subjects: Health, manners, conservation, citizenship, safety, and parliamentary procedure.

In October, the eighth annual h-H Achievement Program was held with more than one hundred-fifty h-H Club members, parents, and leaders attending. h-H skits were given by members of several clubs. Awards were made for County contests, including the special poultry project contest and the Sear's Cow-Pig-Hen project by the Agent and Assistant Agent.

Gloucester County has five All Star members with four residing in the County. The members have assisted in carrying out the h-H program.

XV AGRICULTURAL PROFESSIONAL WORKERS COUNCIL

The Agricultural Professional Workers Council was not organized during the year, however, the Agent has advised other workers in reference to meetings, tours, etc. Copies of information received from the different departments of the Agricultural Extension Service at V.P.I. have been sent to the Agricultural Professional workers, including the colored.

The Agent realizes the need for the council and plans to organize this in 1954.

XVI PRODUCTION AND MARKETING ADMINISTRATION

a. Goal: Inform farmers of the PMA program and practices and assist in carrying out the program as an ex-officio member of the county committee.

b. Methods Used:

Meetings of the County PMA Committee were attended by the Agent with exception of one. Assistance was given in re-organizing the County and community committees, also in setting up agricultural practices best adapted and suited for the county.

Many farmers were urged to participate in the PMA program and many were advised through farm and office visits, letters, news articles, and by telephone.

The Agents attended the training meeting for PMA committeemen and agricultural workers held at Tappahannock in connection with the 1954 program. The meeting held in the County to explain the program to farmers was also attended by the Agents who assisted with the program. Other activities participated in by the Agent in connection with the local PMA office was the wheat program, the 1954 ACP program, 1954 County practices, and drought survey. The Agent assisted in selecting and preparing recommended practices for the 1954 PMA program.

34
72

c. Results:

Most of the accomplishments of the work with the PMA office has been noted under agronomy subjects and conservation of natural resources.

XVII COUNTY MOBILIZATION COMMITTEE

As a member of the County Mobilization Committee, the Agent has assisted in furnishing information for reports requested. Meetings of the committee have been attended.

Special assistance was given to several applicants in filling out forms requesting deferment.

XVIII CREDIT AND LOANING AGENCIES

Through farm visits, office visits, and letters, farmers were advised concerning credit agencies, including the local bank. Also the Agent assisted farmers in contacting representatives of credit and loaning agencies. The county agent's office was made available for committee meetings of the Farmers Home Administration.

XIX DISTRICT SOIL CONSERVATION PROGRAM

a. Goal: Work closely with the County Soil Conservation Committee in promoting the soil conservation program in the county.

b. Methods Used:

Farmers have been advised in reference to the Tidewater Soil Conservation District program, and those interested have been referred to the Soil Conservationist for farm plans.

The Agent met with the members of the Soil Conservation Committee and assisted in setting up objectives for the year.

c. Results:

Farmers in the County are becoming more conservation minded and are carrying out more conservation practices to conserve soil and water. Some of the accomplishments on this subject have been reported under agronomy topics and conservation of natural resources.

XI EVALUATION OF WORK

The Agent devoted a total of 5 1/2 days to 4-H Club work and the Assistant Agent a total of 72 days to 4-H Club work. The quality of the 4-H Club program in the County is believed to be improved, with many 4-H Club members taking an active part in the different 4-H activities. Most of the 4-H adult leaders have taken an active part and school officials continued to cooperate with

34
72

that part of the 4-H program conducted in the schools. Faculty members in the different schools in the County are generally very cooperative with the 4-H program.

The quality of many of the projects has improved with a number of the members carrying three and four projects.

Eight of the Clubs have been re-organized by the Agents with one additional club to be organized.

Although the drought was severe in late summer and fall, farmers generally harvested better than a 50 percent corn crop and better than an average yield of soybeans. Pastures were severely cut in late fall by the drought, however, the hay was harvested early in the season to provide sufficient hay for winter.

It has been pointed out in the report that there is an increase in the operation of farm machinery, and very few bare acres can be seen in any section of the county, which indicates active farming operations.

Many farmers corrected their labor shortage when harvesting soybeans by buying a new combine with a tank, or installing a tank, which eliminated the "Bagging" of the soybeans. Truck bodies were rebuilt to handle the beans in bulk. In this county, farmers compete for labor with the fishing industry and all the army and navy installations, and industries in the peninsula area, which makes it hard to employ farm help.

With improvement in farm practices, many farmers have made improvements in their residences and added electrical appliances, and other conveniences. Electricity has been made available to practically every farmer in the County. Many new telephones have been installed during the year in all sections of the County.

Representatives of daily and weekly newspapers serving the county have continued their cooperation to publicize the activities of the Agricultural Extension program carried on during the year. The representatives and editor of the weekly paper published in the county are always eager to receive news articles from the county agent's office.

Through the cooperation of adult leaders, 4-H junior leaders, County and community leaders, county officials, agricultural workers, and the press, the Extension program was successful, however, it is believed that one of the greatest needs from an agricultural standpoint, is the use of more winter cover crops throughout the county.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Gloucester State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>A. G. Birdsall</u>	<u>County Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
<u>R. K. Reynolds</u>	<u>Asst County Agent</u>	<u>June 16, 1953</u>	<u>Nov. 30, 1953</u>



READ SUGGESTIONS ON PAGE 32

Approved: _____

Date: _____

State Extension Director

Form ES-21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work should report **ALL THEIR WORK** in the column provided. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B. When two or more agents (a county agent and an assistant) doing similar work report in the same column, whether it be A, B, or C, duplications should be removed before the entry is made. The county total, column D, is the sum of the three preceding columns less duplications not previously eliminated.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group seeking information or assistance.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result

demonstrations are definitely planned in advance and not "found."

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding. Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

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

READ SUGGESTIONS ON PAGE 13

State Extension Director

Date: _____
 Printed Jan. 1933

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number		303	585	868
2. Office calls..... do		42	893	935
3. Telephone calls..... do		107	1956	2063
4. News articles or stories prepared Number		18	156	174
5. Broadcasts made or prepared:				
a. Radio..... do				
b. Television..... do				
6. Bulletins distributed..... do		111	4012	4123
7. Adult result demonstrations conducted..... Number		3	112	115
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number			11	11
(2)..... Attendance			66	66
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number		2	10	12
(2)..... Attendance		10	30	40
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number		7	97	104
(2)..... Attendance		221	1662	1883
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number		11	82	93
(2)..... Attendance		595	4301	4896
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number		7	31	38
(2)..... Attendance		138	616	754
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number			13	13
(2)..... Attendance			230	230

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

- 12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program.
- 13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meet-

ings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.

- 14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here.
- 15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 30, 45, and in corresponding items throughout the report schedule, less duplications.

491	201	11	
5214	2102	111	
21	211	6	
11	11		
22	22		
21	21	2	
22	22	21	
201	22	3	
211	2221	162	
52	52	11	
2124	1222	272	
12	12	7	
222	212	221	
21	21		
222	222		

EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

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

County Board of Agriculture

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

from "a" *None*

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

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D		
	Number	Number	Number	Attendance		
a. Over-all or general.....						
b. Agricultural.....	1	52	2	47		
c. Home demonstration.....						
d. Young men and women.....						
e. 4-H Club.....	1	82	2	71		

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

Item	A	B
	Number	Attendance
a. Community or local meetings.....	12	85
b. County meetings.....	19	244

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

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

Item	Men		Women		Older club	
	A	B	C	D	Boys	Girls
a. In adult agricultural work.....	84	68	XXXX	XXXX		
b. In adult home demonstration work.....			XXXX	XXXX		
c. In young men and women's work.....			XXXX	XXXX		
d. In 4-H Club work.....	7	14	25	45		
e. Total number of DIFFERENT leaders.....	91	82	25	45		

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 0

17. Number of members in such clubs or groups..... 0

PROGRAM EMPHASIS—*Interpretation*

- 18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
- 19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
- 20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed.
- 21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate

will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work.

Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. Additional information is given below.

Days devoted to cooperation with other agencies (Items 146 through 199) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".

21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.

21b. This is to include days spent attending summer extension courses, workshops, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21c through 21t.

The sum of subitems "a" through "t" should equal the total reported in item 19.

19. Days actually worked		20. Sum of subitems a, b, and c		21. Relative emphasis	
Column	Days	Column	Days	Column	Days
1	22	1	22	1	22
2	22	2	22	2	22
3	22	3	22	3	22
4	22	4	22	4	22
5	22	5	22	5	22
6	22	6	22	6	22
7	22	7	22	7	22
8	22	8	22	8	22
9	22	9	22	9	22
10	22	10	22	10	22
11	22	11	22	11	22
12	22	12	22	12	22
13	22	13	22	13	22
14	22	14	22	14	22
15	22	15	22	15	22
16	22	16	22	16	22
17	22	17	22	17	22
18	22	18	22	18	22
19	22	19	22	19	22
20	22	20	22	20	22
21	22	21	22	21	22
22	22	22	22	22	22
23	22	23	22	23	22
24	22	24	22	24	22
25	22	25	22	25	22
26	22	26	22	26	22
27	22	27	22	27	22
28	22	28	22	28	22
29	22	29	22	29	22
30	22	30	22	30	22
31	22	31	22	31	22
32	22	32	22	32	22
33	22	33	22	33	22
34	22	34	22	34	22
35	22	35	22	35	22
36	22	36	22	36	22
37	22	37	22	37	22
38	22	38	22	38	22
39	22	39	22	39	22
40	22	40	22	40	22
41	22	41	22	41	22
42	22	42	22	42	22
43	22	43	22	43	22
44	22	44	22	44	22
45	22	45	22	45	22
46	22	46	22	46	22
47	22	47	22	47	22
48	22	48	22	48	22
49	22	49	22	49	22
50	22	50	22	50	22
51	22	51	22	51	22
52	22	52	22	52	22
53	22	53	22	53	22
54	22	54	22	54	22
55	22	55	22	55	22
56	22	56	22	56	22
57	22	57	22	57	22
58	22	58	22	58	22
59	22	59	22	59	22
60	22	60	22	60	22
61	22	61	22	61	22
62	22	62	22	62	22
63	22	63	22	63	22
64	22	64	22	64	22
65	22	65	22	65	22
66	22	66	22	66	22
67	22	67	22	67	22
68	22	68	22	68	22
69	22	69	22	69	22
70	22	70	22	70	22
71	22	71	22	71	22
72	22	72	22	72	22
73	22	73	22	73	22
74	22	74	22	74	22
75	22	75	22	75	22
76	22	76	22	76	22
77	22	77	22	77	22
78	22	78	22	78	22
79	22	79	22	79	22
80	22	80	22	80	22
81	22	81	22	81	22
82	22	82	22	82	22
83	22	83	22	83	22
84	22	84	22	84	22
85	22	85	22	85	22
86	22	86	22	86	22
87	22	87	22	87	22
88	22	88	22	88	22
89	22	89	22	89	22
90	22	90	22	90	22
91	22	91	22	91	22
92	22	92	22	92	22
93	22	93	22	93	22
94	22	94	22	94	22
95	22	95	22	95	22
96	22	96	22	96	22
97	22	97	22	97	22
98	22	98	22	98	22
99	22	99	22	99	22
100	22	100	22	100	22

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....		5	12	17
19. Total days worked.....		121	275	396
20. Days devoted to--				
a. Adult work.....		40	216	256
b. YMW work.....		9	5	14
c. 4-H Club work.....		72	54	126
21. Days devoted to--				
a. Extension organization and program planning.....		28	25	53
b. In-service training of agents.....		11	7	18
c. Crops.....		17	49	66
d. Livestock.....		34	90	124
e. Marketing; distribution; and service organizations.....			16	16
f. Soil and water conservation and management.....		4	10	14
g. Forestry.....		3	7	10
h. Wildlife.....			2	2
i. Planning and management of the farm business.....		3	23	26
j. Farm buildings and farm me- chanical equipment.....		5	7	12
k. House and surroundings, furnish- ings and equipment.....		1	8	9
l. Home management.....			1	1
m. Family economics.....				
n. Clothing.....				
o. Foods and nutrition.....			2	2
p. Health.....			1	1
q. Family life, child development, parent education.....			3	3
r. Safety.....		1	1	2
s. Community development and public affairs.....		4	18	22
t. Days that cannot be charged specifically to one of items a through s.....		10	5	15

CROPS—Production and Marketing—Interpretation

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

- B. Corn for silage and grain cut for hay.
 - C. Cottonseed and flax in those areas where they are grown for fiber.
 - E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
 - F. Coffee.
 - G. Watermelons, cantaloups, and yams.
 - H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
22. The voluntary local leaders or committeemen who have actively engaged in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
 - (3) Probable number of OTHER PERSONS REACHED with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
- (4) All other available evidence indicating the proportion of potential clientele; for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
25. Item should include—
- a. The total number of persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "g"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
 - c. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement, or long-run benefits should be reported under item 42i.
 - g. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.
26. Item should include—
- a. The total number of DIFFERENT persons helped with any FARM-MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26b, c, or d.
 - b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - c. The use of market reports, supply and demand reports, outlook, etc.
 - d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pas- ture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local lead- ers assisting.....	37	24			21	3	5	9
23. Total number of persons con- tacted individually or through meetings.....	712	314			288	157	179	244
24. Estimated total number of DIF- FERENT farmers and other individuals assisted directly or indirectly to adopt recommend- ed practices.....	408	205			88	41	148	28
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....	298	112			69	17	107	15
Specific production and manage- ment practices incident to—								
o. Use of improved varieties and strains.....	152	51			43	8	17	9
c. Use of fertilizers.....	119	39			41	16	69	7
d. Control of injurious insects.....	61	42			35	13	52	4
e. Control of diseases.....	33	17			17	15	49	3
f. Harvesting, storing, and curing.....	21	29			21	16	22	3
g. Efficient work methods.....	22	22			17	7	18	1
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....	36	38			42	13	14	17
Specific marketing practices inci- dent to—								
b. Preparation for market.....	3	2			5	2	2	16
c. Commodity outlook and market information.....	32	27			32	9	13	14
d. Arranging to sell and selling.....	22	25			13	6	8	16

LIVESTOCK—Production and Marketing—Interpretation

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

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.
27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele; Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

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

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

30. Item refers to—

- a. The number of persons helped with any livestock production or management practice. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- f. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.

31. Item should include—

- a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- c. Persons helped primarily with the economies of marketing, use of market news service, supply and demand outlook, etc.
- d. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting.....	7	21	8	4	17	3
28. Total number of persons contacted individually or through meetings.....	203	567	163	24	345	94
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	99	238	52	20	177	37
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management.....	81	211	39	19	173	26
Specific production and management practices incident to—						
b. Selection and breeding.....	47	92	23	15	34	16
c. Feeding.....	56	87	26	14	47	14
d. Controlling external parasites.....	38	102	25	12	61	15
e. Controlling diseases and internal parasites.....	70	156	29	16	104	30
f. Efficient work methods.....	31	71	19	8	39	5
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing.....	29	93	36	13	42	18
Specific marketing practices incident to—						
b. Preparation for market.....	5	52	17	4	14	
c. Commodity outlook and market informa- tion.....	5	91	26	8	31	13
d. Arranging to sell and selling.....	15	81	12	7	33	14

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

32. Columns A through F to include—

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

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives		Cooperatives given educational assistance with—			
	Members	Organizational problems	Financial problems	Operational problems	Membership and public-relations problems	
	A					B
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	1	375				1
b. Farm and home service.....	2	7	1		1	

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

Type of activity	Groups	Members
	A	B
	Number	Number
a. Marketing and purchasing.....	1	20
b. Farm and home service.....		

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

	Number
a. Marketing.....	1
b. Service facilities.....	
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	
b. Home products (arts, crafts, etc.).....	
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	16
b. Hay and other forage crops.....	9
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	
d. Tobacco.....	
e. Oil crops (soybeans, flax, peanuts, etc.).....	1
f. Sugar crops.....	
g. Dairy and dairy products.....	2
h. Poultry and poultry products.....	1
i. Meat animals and meat products.....	2
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	3
37. Food retailers assisted with merchandising problems.....	
38. Persons assisted with CONSUMER information on agricultural products..... <i>estimated total</i>	27

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

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

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

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

42. Item—

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

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-ways, and ditches. Persons given assistance

in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	7	13	1
40. Total number of personal contacts made individually or through meetings.....	284	105	3
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	171	50	2

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	67
b. Contour and strip cropping.....	3
c. Terracing.....	
d. Grassing waterways.....	
e. Water supply, storage, and distribution.....	5
f. Drainage.....	
g. Irrigation.....	
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	20
i. Use of fertilizers (commercial and barnyard).....	68
j. Production of soil-improvement crops.....	82
k. Crop rotations.....	57
l. Land clearing.....	5
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	2
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	25
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	
d. Estimating and appraising.....	3
e. Production of maple-syrup products or naval stores.....	
f. Treating wood products with preservatives (fence posts and building timbers).....	12
g. Marketing of forest products (includes markets and timber-selling practices).....	
h. Fire prevention.....	
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	1
b. Making food and cover plantings for wildlife.....	2
c. Protection of wildlife areas from fire or livestock.....	

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

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

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting	19
46. Total number of persons contacted individually or through meetings	883
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	400
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	97
b. Keeping and analyzing farm records	140
c. Developing an over-all farm plan	7
d. Making needed adjustments in farm organization	19
e. Developing supplemental sources of income	8
f. Obtaining and using credit	14
g. Selecting a farm for rental or purchase	6
h. Obtaining, training, and using farm labor	3
i. Legal aspects of the farm business	3
j. Income-tax accounting and related problems	13
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	9
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	1

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

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

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting	4	3
52. Total number of persons contacted individually or through meetings	174	162
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	67	53
<i>Estimated number</i>		
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		5
b. Construction of farm buildings		23
c. Remodeling or repairing farm buildings		14
d. Selection or construction of farm-building equipment		35
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		21
b. Developing labor-saving devices and equipment		23
c. Use, care, and repair of farm mechanical equipment		11
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		9

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—Interpretation

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

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.
57. This item relates to the voluntary local leaders or committeemen who have actively engaged in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.
58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
 - (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
 - (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension

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

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

60. Item—

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

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

61. Item should include—

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

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

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	11	7
58. Total number of persons contacted individually or through meetings.....	104	61
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices.....	71	10

	Estimated number
60. Families, homemakers, and other individuals reported in item 59-A assisted with--	
a. Building a new house.....	3
b. Remodeling or repairing the house.....	1
c. Improving kitchen or laundry.....	7
d. Improving storage space.....	
e. Selection, installation, use, and care of water and/or sewage systems.....	5
f. Selection, installation, use, and care of heating and/or cooling systems.....	
g. Planning electrical systems.....	7
h. Landscaping home grounds.....	51
61. Homemakers and other individuals reported in item 59-B assisted with--	
a. Selection, use, and care of home equipment (other than sewing equipment).....	8
b. Selection, use, and construction of home furnishings.....	
c. Repair, reconditioning, and care of home furnishings.....	3
d. Furniture arrangement and use of accessories.....	
e. Color schemes and wall finishes.....	
f. Floor finishes.....	

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

64. See item 59 for interpretation of what to include here.

65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.

Assistance includes work done—

- b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
- c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in item 67b.)

66. Includes work done—

- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (savings).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 481 covers legal affairs pertaining to the farm business.

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
- c. On both new and remodeled clothing.
- e. On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders.....	2		
63. Total number of persons contacted individually or through meetings.....	15		
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	7		
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			6
b. In improving housekeeping methods.....			1
c. With family laundering.....			
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			
b. With family financial planning.....			
c. With keeping and analyzing home records.....			
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			
b. With care and mending of clothing.....			
c. With clothing construction.....			
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			
e. With good grooming and posture (personal appearance).....			

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.
 - c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.
73. Work includes assisting families in—
- e. Willingness to work as a family member toward a family goal—family councils.
 - d. Development of self-confidence and emotional stability; adjustments to life situations.
74. Work includes assisting families in—
- e. Safe driving, bicycle riding, safe practices for pedestrians, and other safety practices.

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	2	11	2	3
69. Total number of persons contacted individually or through meetings.....	27	149	182	7
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	26	52	37	3
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				11
b. In selecting food.....				
c. With meal planning and food preparation.....				
d. With preservation and storage of food.....				15
e. In improving diets.....				14
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				44
b. First aid and home nursing.....				7
c. Dental-health education.....				
d. Health education leading to physical examination by a physician.....				
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				35
b. Providing recommended play, clothing, and equipment suited to age of children.....				
c. Understanding roles of family members and strengthening family relationships.....				
d. Individual adjustments and personality development.....				35
e. Home and family recreation.....				
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				
b. Accident prevention around the farm and home.....				3
c. Accident prevention away from home place.....				

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

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

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

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

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

77. Item includes—

a. Studies and surveys.

78. Item includes—

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

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	26	11	22	417
76. Developing and improving county or community organization.....	3	5	13	41
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	1	1	3	23
b. Improving health facilities, services, and programs.....	13	11	42	316
c. Improving schools.....	11	10	20	314
d. Improving churches.....	5	2	27	43
e. Bettering town-country relations.....	1	1	5	27
f. Libraries.....				
g. Roads.....	1	1	19	27
h. Telephones.....	1	1	17	24
i. Community centers.....				
j. Recreation programs and facilities.....	2	2	7	42
k. Community beautification.....				
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....	2	2	7	43
81. Emergency activities.....	1	1	5	35

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report units involved for completed projects only.

The following items include projects in—

89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).

95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home done with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled		Members completing		Units involved in completed projects	
	A	B	C	D	E	F
	Number	Number	Number	Number	Number	Acres
82. Corn.....	34	23	39.2			acres
83. Other cereals.....						do.
84. Peanuts.....						do.
85. Soybeans, field peas, alfalfa, and other legumes.....	3	2	7.0			do.
86. Potatoes, Irish and sweet.....	1	1	1.25			do.
87. Cotton.....						do.
88. Tobacco.....						do.
89. Vegetable growing.....	25	16	3.77			do.
90. Fruits.....						do.
91. Range and pasture.....						do.
92. Other crops.....						do.
93. Soil and water conservation and management.....						do.
94. Forestry.....	16	14	1.5			do.
95. Wildlife and nature study.....						
96. Poultry (including turkeys).....	61	51	3, 243			birds
97. Dairy cattle.....	18	16	25			animals
98. Beef cattle.....	5	5	5			do.
99. Sheep.....						do.
100. Swine.....	25	17	1.00			do.
101. Rabbits.....	24	19	233			do.
102. Other livestock.....						do.
103. Bees.....						colonies
104. Entomology.....						
105. Tractor maintenances.....	25	10	11			tractors
106. Electricity.....	57	51	188			articles
107. Farm shop.....						do.
108. Other engineering projects.....						
109. Farm management.....						
110. Beautification of home grounds.....	137	127				
111. Meal planning and preparation (include baking).....						dishes prepared
112. Canning and preserving (other than freezing).....						meals served
113. Freezing of foods.....						quarts
114. Health, nursing, first aid.....						quarts frozen
115. Child care.....						pounds frozen
116. Clothing.....						articles
117. Home management.....						garments
118. Home furnishings and room improvement.....						articles
119. Home industries, arts, crafts.....						rooms
120. Junior leadership.....						articles
121. All other..... <i>Asphy</i>	4	2				
122. Total.....	435	354				

4-H CLUB MEMBERSHIP—Interpretation

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
124. 4-H Club members—
- Enrolled are those boys and girls who actually start the work outlined for the year.
 - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureau of the Census definition of a farm as used in the 1950 Census is:
 In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.
- Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
 - Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is to be used as basis for reporting.
128. Report only club members who received DEFINITE training in projects included in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.

4-H CLUB MEMBERSHIP

		Boys	Girls
123.	Number of 4-H CLUBS.....		9
124.	Different 4-H Club members--		
	a. Enrolled.....	178	154
	b. Completing.....	150	137
125.	4-H Club members from--		
	a. Farm homes.....	131	98
	b. Rural nonfarm homes.....	47	26
	c. Urban homes.....		
126.	4-H Club members enrolled by years in club work:		
	a. 1st year.....	73	64
	b. 2d year.....	39	40
	c. 3d year.....	18	17
	d. 4th year.....	21	16
	e. 5th year.....	13	12
	f. 6th year and over.....	14	5
127.	4-H Club members enrolled by ages:		
	a. 10 years and under.....	43	40
	b. 11 years.....	34	39
	c. 12 years.....	31	25
	d. 13 years.....	24	16
	e. 14 years.....	15	11
	f. 15 years.....	12	8
	g. 16 years.....	15	9
	h. 17-20 years, inclusive.....	4	1
128.	4-H Club members who received definite training in--		Boys and Girls
	a. Judging.....		33
	b. Giving demonstrations.....		22
	c. Group recreation leadership.....		30
	d. Music appreciation.....		24
	e. Money management (thrift).....		301
	f. Farm and home safety.....		69
	g. Citizenship.....		312
	h. Personality improvement.....		290
	i. Soil and water conservation.....		231
	j. Forestry.....		14
	k. Health, nursing, first aid.....		210
129.	4-H Club members having health examination because of participation in the extension program.....		0
130.	Number of members participating in a 4-H Club camp.....		40
131.	4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		9

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

Estimates for this section should be consistent with the most recent county statistical data. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	673	240	
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	57	36	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	618	229	

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the extension

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

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

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

165. Line is left blank for State use.

168 and 169. Lines are left blank for State

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
FEDERAL AGENCIES				
146. Agricultural Mobilization Committee.....		1	2	3
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....			3	1
149. Farmers Home Administration.....			4	
150. Fish and Wildlife Service.....				
151. Forest Service.....				
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....		4	9	14
154. Rural Electrification Administration.....				
155. Selective Service System.....				
156. Soil Conservation Service.....			2	
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....				
160. Highway department.....				
161. State departments of agriculture and forestry.....			2	1
162. State department of education: General schools.....				
163. State employment service.....			1	
164. Welfare department.....				
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....			1	1
167. Vocational-agriculture and home economics departments.....				
168. Other (specify)..... <i>Red Cross</i>			1	3
169. Other (specify).....				

FLORIDA YOUR ANNUAL REPORT TAKING

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

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

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

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

General Directions

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

The Narrative Report

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

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

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.

3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.

4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.

5. HOW next year's work can be strengthened and improved in light of the current year's experience.

For minor lines of work, only the results need to be reported to complete the record of the year's work.

The following suggestions may help you prepare a better annual report:

1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
2. Prepare an outline with main headings and subheadings.
3. Go over the information and data assembled from various office and field sources during the year.
4. Decide upon a few outstanding pieces of work to receive major emphasis.
5. Employ a newspaper style of writing, placing the more important information first.
6. Observe accepted principles of English composition.
7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

The Statistical Report

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

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