

1. Calculation
 of the extension
 present the extension
 2. How many are eligible for U.S.
 (a) what % are being counted
 (b) what was counted out
 3. Same result
 3. Data
 (a) registration
 (b) results
 (c) what was planned
 (d) " " done results
 (e) " " done results
 (f) Same result

ANNUAL
 NARRATIVE REPORT AND SUMMARY
 OF EXTENSION WORK
 IN
 PRINCE EDWARD COUNTY
 1953
 FARMVILLE, VIRGINIA
 E. F. STRIPLIN, COUNTY AGENT
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INTRODUCTION

The program of Extension work in Prince Edward County is planned to reach all the major groups of farm people as it is conducted by the County Agent and the Assistant County Agent in charge of 4-H Club work. This report is an attempt to record what progress has been made during the past year. The agent and assistant agent acknowledge the assistance of various committees and leaders in the work.

The program is planned so that all of the farm people on the 1340 farms of the county will have the opportunity of benefitting from the efforts of the agents and leaders. The county has a large negro population and work with this group is carried on by a negro agent with a program worked up by him and leaders of that group.

The farm operations of Prince Edward County are typical of central Virginia. Farm enterprises include general farm crop, tobacco, dairying, some beef cattle, and forest products. The tobacco enterprise is made up of flue cured, fire cured, air cured, and burley tobacco. Dairying includes the production of Grade A and B milk and cream.

Farm tenancy is down to about 16%, the lowest figure in modern times. The county is well served by transportation facilities such as rail and highway.

The fact that the soils of the county are so varied makes successful operation a difficult problem. Therefore, proper land use is a major problem for those who would earn more than

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just a meager living. Therefore, there are few, if any, wealthy land owners, but many are known to be successful farmers and many are greatly handicapped by lack of knowledge of what may reasonably be expected.

The agent, therefore, does not claim a great degree of success but hopes that plans in the future may help some to reach a certain degree of satisfaction with their efforts.

The work this year has reached many in one degree or another. It is hoped more than is known.

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I. 4-H Club Work

A. Club Organization

1. Club Meetings

Prince Edward Extension agents, realizing the tremendous influence of good youth work in a successful county extension program, organized and conducted 4-H Clubs in six of the county schools during 1953. Prospect, Rice, Green Bay, Darlington Heights, Farmville Elementary, and Farmville High each had a 4-H Club and Worsham had two, being divided into Senior and Junior groups for convenience in instruction.

Each club elected it's own officers - President, Vice President, Secretary-Treasurer, Reporter and Song and Game Leaders. Also, most every club had a local leader.

Each of the county's eight 4-H Clubs met once a month in the school during the nine-month school year. Boys and girls met jointly, conducted their own meetings, and planned their own programs, with help from local leaders. The last 30 minutes of the hourly meetings were devoted to project work conducted by the Extension Agents, at which time the boys and girls were grouped separately for convenience in instructing.

2. County Council

A council made up of officers from the 4-H Clubs in the County was active in planning for county club programs, special meetings, activities and general overall success of club work in the county.

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3. Honor Club

No active 4-H Honor Club exists in the county.

4. All Stars

Ralph Hines was recommended for All Star Membership for 1953. He did not attend the 4-H State Short Course. Although there are several All Star members in Prince Edward County there is at present no county organization; consequently, little benefit to the county 4-H program is derived from this source.

5. Leadership

All of the 4-H Clubs in the county had a local leader in 1953. These leaders were picked from the community to help train boys and girls in leadership, program planning, securing new members, project work, and contributing to the 4-H program.

4-H members were given leadership training at county council meetings, 4-H camps, V.P.I. State 4-H Short Course, State Tractor Clinic, and regular 4-H meetings. Meetings were arranged to afford maximum training for leadership.

6. Recreation

When time permitted 4-H meetings were sprinkled with games and songs. Several picnics were planned for clubs. A picnic was held for the Tractor Club at Goodwin Lake with Mr. E. W. Carson as guest speaker. Mr. John Wilson, from WFLO Radio Station, attended and made a tape recording which was broadcast over WFLO.

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The 4-H State Short Course, District Camp at Holiday Lake, and County Council meeting furnished organized recreation for club members.

B. Tractor Maintenance & Operation

Ralph Hines, John Ferguson and Walton Anderson, three older 4-H members from Worsham Sr. 4-H Club, attended the State 4-H Tractor Clinic at V.P.I. in December and helped the Extension Agents considerably in a County Tractor School. Night classes were held at the local dealers in Farmville.

The club was organized and officers elected as follows: Ralph Hines, President; Jack Reese, Secretary; A Recreation Committee was appointed by the president and also a Committee of Finance and Refreshment. The club was named Prince Edward County 4-H Tractor Maintenance Club.

A Safety Club was organized for the dual purpose of enforcing safety rules and raising money for refreshments. This club had secret police who watched for safety violations during the course and anyone caught breaking safety rules was fined from 5¢ to 50¢ depending on the seriousness of violation.

Work sheets, reference material, and operators manuals were used in connection with the course. Tractors were used for the demonstration.

At most meetings the tractor dealers furnished refreshments for all. The president presided at the meetings and they were similar to other regular 4-H meetings. One tractor dealer

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gave prizes to members who scored highest on a tractor quiz.

Prizes consisted of spot lights for tractors and motor oil.

After the maintenance course a tractor operator's contest was held at the Fair Grounds with Walton Anderson winning first, Ralph Hines, second and Chess Anderson, third. Walton also won fifth in the District Contest and seventh in the State Contest.

At the Five County Fair 12 operators from six counties participated in a tractor operators contest. Ralph Hines won second place. Ralph won \$10.00.

Tractor dealers cooperated with the agent well in the county (and one from outside the county) and even offered to finance a banquet for the members, but the club planned a picnic instead. (See details on page 4)

C. Five County Fair

The annual Five County Fair in Farmville, always a source of enthusiasm for Prince Edward County 4-H'ers, was well attended in 1953 and 4-H exhibits were many and varied.

On Wednesday all school children were admitted free; and that was the day of the tractor operator's contest, dairy and livestock judging, and many other interesting activities for 4-H members.

Seven of the eight clubs in the county had educational exhibits. Individual winners from Prince Edward County 4-H Clubs included Jimmy Smith, Jenny Leigh Smith, Ralph Hines,

Earl Southall and Barbara Jenkins.

D. County Winners:

Tractor Maintenance - Ralph Hines
John Ferguson
Jack Reese

Talent Show - Joan Williams
Georgianna Kidd

Dairy - - - - - -Barbara Jenkins
Jenny Leigh Smith

Swine - - - - - -Chess Anderson
Walton Anderson
Wilson Adams

E. Means Used in Conducting 4-H Work

1. Radio

Several times during the year 4-H'ers broadcast over the local station - WFLD - on 4-H Club work. The assistant agent also was on the air from time to time.

2. Club Camp

30 4-H boys and girls from Prince Edward attended the district 4-H Camp at Holiday Lake in June. There were 4-H'ers, agents, and leaders from Cumberland, Fluvanna, Amherst, and Prince Edward in attendance that week. Activities included handiwork, movies, swimming, softball, and other forms of education, leadership training, and organized recreation.

3. State 4-H Short Course

Walton Anderson and Jenny Leigh Smith attended the State Short Course in June.

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4. Newspapers

The local newspaper cooperated in printing news articles about 4-H members and events. Pictures and coverage of the Five County Fair appeared in this paper.

5. Electricity

A 4-H Electrical School was held again in the county during 1953. Members of VEPCO and Southside Electric Cooperative, Crewe, helped Extension Agents in the school which was held two hours each club meeting day at Worsham. At the end of the school a tour of two electrified farms was conducted. The Worsham School furnished a school bus for the tour.

Ralph Hines and Ruby Parrott won the County Award and went to the 4-H Electric Congress in Richmond in September.

6. 4-H Talent Show (Share the Fun Breakfast)

The 4-H County Council with leaders and Extension Agents planned for county-wide participation in this project. Each club planned elimination contests in their community, some being assisted by P.T.A. They also selected a club King and Queen to compete for County King and Queen at the County Contest which was held at the Worsham High School on the night of May 15th. A representative of WFLO was Master of Ceremonies in the final contest. The contest was of great interest to 4-H members and we had a lot of participation. The Assistant Agent acted as Master of Ceremonies at some of the club contest.

Winners in the final contest were, first place - Joan Williams

and Georgianna Kidd, who received a scholarship to Holiday Lake 4-H Camp. Brett Watson won second place.

The County King and Queen were both from the Prospect Club. Plans are being made for another similar contest for 1954.

7. 4-H Sears Pig Project

The Sears Pig Project was renewed in 1953 in Prince Edward County. With some money left over from several years ago when the project was discontinued, and with the help of the Sears Store in Lynchburg, six registered Hampshire pigs were purchased from Carl Groves, one of the top Hampshire breeders in the state. Boys participating in the project were Brett Watson, Wilson Adams, Chess Anderson, Carl Slayton, and Walton Anderson.

These projects have been scored one time by a representative of the Animal Husbandry Department of V.P.I. and will be scored again after the pigs farrow. An average of two scores will decide the places.

8. 4-H Dairy Club

A 4-H Dairy Club was organized in Prince Edward County consisting of members carrying a dairy project. Training was given for judging. The County Agent carried a team which was picked from the club to the District Dairy Judging Contest held in Lynchburg.

F. Conclusion

The Assistant Agent cooperated with Extension personnel from the State Office and in the county in working with 4-H members and local leaders in promoting 4-H Club work in the County during 1953.

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II. Dairying

A. Situation:

In Prince Edward there are now more than 3,500 cows being milked for market, either milk or cream. Dark tobacco has for generations been a cash crop in the county. During the past few years since acreage control on tobacco especially, the acreage has been getting smaller and smaller. Quite a few farms which once produced large acreages of dark tobacco can no longer maintain farm income on tobacco alone. Several have turned to whole milk production. Others are planning to produce milk or cream to supplement the income. Prince Edward has a D.H.I.A. with about 900 cows on test. Milk is sold to five Grade A markets - Richmond, Petersburg, Farmville, Norfolk, and Washington. Grade B milk is sent to South Boston and Norfolk.

B. Activities:

Due to the continued good demand for milk the dairying enterprise has continued to expand in the county. Changes have been limited generally to increasing the size of herds and changing from B and C grade production to A grade production.

What about them?

G. D. Kite, Farm Building Specialist of the Extension Service, V.P.I. has spent two days with the agent advising with dairymen and discussing at meetings farm building construction and materials. Mr. H. R. Anderson of the State Dairy and Food Division of the State Department of Agriculture also has been with the agent on several occasions for advising on production problems.

Changes in barn and operations to major extent are as follows - B. C. Bass, enlargement of 20 cow to 30 cow operation; Owen Brothers, enlargement from 10 cow barn to 30 cow operation; H. H. Hubbard, new 20 cow barn and milk house; Garnett Brothers, new granary; H. E. Carwile, J. A. Gilliam, Ed Payne, and T. E. Slaydon, new 10 cow barns and milk houses; John Anderson, site for new 20 cow barn; Otway Smith, new 20 cow barn and milk house. Others have made changes and additions not necessary to mention here. Those listed above are given to indicate the kind of growth taking place.

Through the cooperation of the County Dairying Committee and the specialist of the Extension Division a Dairy-Agronomy School was held in March when feeding, breeding and pastures were discussed with a large group of our dairymen.

New producers have been advised on marketing. The Southside Virginia Milk Producers Association has been met with regarding marketing problems. This organization has several producers in this county with a member of the board of directors.

Through circular letters, radio talks, and at meetings the agent has encouraged and advised using home produced grains to make dairy rations. The local cooperative feed mixing plant has been assisted also with suggestions for mixing dairy rations. Hundreds of tons of dairy mixed feed are now being used by our dairymen using much home produced grains.

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The Prince Edward D.H.I.A. operating with 16 herds composed of about 900 cows has attempted to get more effective records this year and progress is being made. This is the third year of operation and records are now becoming valuable. Dairymen have been culling and making changes in bulls based on records. With falling farm prices and continuing high labor costs emphasis will continue in the new year on better producing cows. Plans will be made to increase D.H.I.A. membership during the coming year.

This year the agent has used circular letters, radio, meetings and personal visits in serving and cooperating with the dairymen of the county.

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III. Beef Cattle

A. Situation:

There are now 40 to 50 herds of beef cattle in Prince Edward. Most herds of beef cattle in Prince Edward are small, ranging from 12 to 25 head. All herds are commercial except two or three practicing purebred production program.

A beef cattle production committee for the county has been established and the following plans of assistance are essentially that worked out by the committee.

B. Activities:

The work with beef cattle producers was planned to stress better pastures, better breeding, and herd culling.

The committee composed of F. G. Baldwin, R. M. Bradshaw, J. W. Redd, George Shorter, R. W. Dupuy, and T. C. Jones cooperated with the agent in arranging for meetings.

In view of the market situation producers were invited to a meeting in mid December at which K. C. Williamson of the Extension Service of V.P.I. discussed management. A large group was present. Feeding, and breeding were stressed. Producers were encouraged to cull their herds and generally market cattle young. Feeder Calf Sales records were used to point out management problems. The general outlook for the enterprize was further discussed by G. C. Herring, of the Animal Husbandry Department of V.P.I., at a large meeting of producers in February. Culling and better herd sires were emphasized due to large cattle numbers.

*What meetings
why were
they held?
Did any one
attend?*

*What was
the situation*

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The agent and several producers attended a one day livestock school at Buckingham in the late winter.

The agent assisted in securing 30 or more animals as breeding stock. This included males and females.

In May, Dr. W. B. Bell of the Virginia Agricultural Experiment Station and Dr. R. A. Barton of the State Veterinarian Office at the State Department of Agriculture were used at a large meeting of cattle producers. These men discussed cattle diseases, including Bangs disease, and methods of control and prevention. Marketing regulations and requirements were also explained, this being of considerable importance due to change in the law regarding the transportation of cattle and livestock.

Market information in general and feeder calf sales in particular were furnished to producers by letter, radio, and news articles. Many farm visits were made in regard to pastures, selection for market, and other matters.

Vaccination for bangs, black leg, and shipping fever were encouraged.

Most herds of the county have had a minimum of trouble this season with these problems. Many recommendations have been made for the control of lice, dehorning, and castration. Continued dry weather this year and low prices have speeded up the culling of herds and sale of early calves.

The drought conditions greatly shortened the grazing, quantity and time. The hay crop was also reduced to about one-half of normal. Pasture work with cattle producers was side

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tracked, temporarily, and feeding with temporary or emergency feeds substituted. Farms were visited to check pastures and to advise on herd culling and emergency feeding. The producers were invited to a special meeting held in the county at which time a specialist from the Extension Service of V.P.I. discussed in detail feeding various combinations of feeds and pasture management to provide early grazing in spring of 1954.

*Why?
Results*

The agent spent one day assisting with the feeder calf sale for this area. All together the agent devoted about 20 days to the enterprise. Most beef cattle producers are going to hang on to their herds, but extremely dry weather, hay shortage, and low prices are causing some to close out, but most will or have culled heavily.

The program for next year should stress pastures, earlier calves, breeding and closer attention to preparation for market.

IV. Field Crops & Pastures

A. Situation:

Prince Edward County farmers produce about 9,000 acres of corn, 6,000 acres of wheat and 400 to 600 acres of rye, oats and barley.

About 85% of the corn is planted to hybrid with about 70% to approved hybrids. Wheat acreage is seeded to about 33 1/3% approved seed. Very little grain sorghum has been used.

Prince Edward County produced in 1951 2,609 acres of tobacco of all kinds. It was divided as follows: burley, 59 acres (yield per acre was 1,791 pounds); fire cured, 1,135 acres (yield per acre was 1,407 pounds); flue cured, 1,303 acres (yield per acre was 1,266 pounds); sun cured, 112 acres (yield per acre was 1,275 pounds);

Blue mold continues to be a serious handicap to growers. Black Shank is wide spread. Most growers need new seed.

During the past two or three years considerable attention has been focused on the production of grain by dairymen and beef cattle men, for use in mixing their own feed. This applies to dairymen especially. A considerable number of farmers, especially dairymen are now seeding oats and barley to be used in the production of grain for home mixed feed. New oats and barley are being used wherever seed is available.

B. Activities:

- a. The Agronomy Committee composed of T. C. Hix, B. C. Bass,

J. A. Hines, B. H. Cunningham, Charles Owen, and A.E. Dunkley agreed to a program for further demonstrations with hybrid corn, adapted wheat varieties, fertilization practices, adapted varieties of other small grains, tobacco varieties, disease and insect control in tobacco.

Therefore, demonstrations with corn hybrids were arranged for various sections of the county. Meetings were held in early spring, in every section of the county. Recommended hybrids were discussed as well as recommended varieties of other crops. Discussions included recommended fertilization.

Ten wheat demonstrations were arranged in the fall of 1952 in which the following varieties were included, Vahart, Atlas 66, Thorne, and Seneca. These demonstrations were of considerable interest because of recent increase in yields of these varieties. Seneca for Frank Gilliam was especially interesting because it has not been used here before. Atlas 66 for certain sections were very successful and in others a near failure. Seneca seedings are increasing this fall but Atlas 66 will be decreasing. Weather conditions affected many crops, but J. W. Redd, and other demonstrators on the Southside of the county, had yields of 40 bu. per acre or more.

Corn demonstrations were not very attractive because of adverse weather conditions. Demonstrations in South Hampden, Lockett, and Buffalo districts were more normal. L.W. Hamilton, B. H. Cunningham, Frank Gilliam and others, had excellent yields of U.S. 262. Demonstrations where good nitrogen top dressing

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was applied demonstrated it's value even in the very dry conditions.

Barley demonstrations were not very attractive except to show Wong variety as the only variety suitable for this section. There is need for new varieties of barley.

Oat demonstrations were more attractive and new varieties very satisfactory.

B. C. Bass, Robert Schmidt, and others found Arlington variety outstanding and it's use is quite wide spread. Yields of 75 - 80 - or even 90 bushels are not uncommon. Odell Cook, using Forkeddeer found it excellent on his Durham soil.

b. Tobacco work included flue cured, fire cured, and also burley.

Variety demonstrations included the varieties of Virginia Gold, Dixie Bright Leaf 101, and Hicks, which are flue cured varieties. Va. Gold, Hicks, and Yellow Special were used for yield and quality. Dixie Bright Leaf 101 was used to demonstrate resistance to black shank disease. Demonstrations were not especially attractive due to adverse weather conditions. J.H. Fowlkes of Burkeville, using Virginia Gold, had an acre return of \$1000. to \$1100. per acre which was much above average this year. Odell Cook using Hicks had poundage yields of 1600 to 1700 lbs. per acre with average price in the sixties. These were both on Durham soil. All demonstrations of varieties showed that where the crop is harvested with family labor Virginia Gold is a leader but where the crop is harvested with hired labor or labor other than family labor Hicks gave better results.

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Dixie Bright Leaf 101 for R. M. Bradshaw was very satisfactory in resistance to black shank disease. His crop was used to call attention to this fact and there was much interest. One field meeting was held to call attention to black shank conditions and other problems.

Mr. Odell Cook and H. H. Hubbard had very nice demonstrations with soil fumigation for the control of root knot in flue cured tobacco. Mr. Hubbard used broadcast application of fumigant, while Mr. Cook used the row method. Both agreed that treatment was effective and increased value of crop on treated land from 20% to 25%. Field meeting was held at Mr. Hubbard's at time of application.

Rotary Hoe demonstration was held at Mr. Robert Schmidt's. This demonstration was held in cooperation with the International Harvester Company and with the assistance of J.A. Waller of the Agricultural Engineering Department of V.P.I. Several demonstrations were arranged to show the value of the insecticed TDE for control of insects. Radio, newspaper articles, and circular letters were used for publicizing these demonstrations as well as to promote the general use of not only varieties, but soil fumigation, insect control, and disease control. More than thirty soil tests were made as basis for fertilization of tobacco. Soil tests included those for dark fired tobacco, burley tobacco and flue cured tobacco.

The dark fired tobacco program included soil testing for fertilizer recommendation varieties and disease and insect control.

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Variety demonstrations were not very effective this year due to weather conditions. T. C. Hix conducted a demonstration using 12 varieties used for field check only. Growers were invited to see them about maturity stage. Several growers used such recommended varieties as Brown Leaf, Ky. 2, Lizzard Tail Orinoco.

Blue Mold in tobacco beds this year was not serious but some 10 or 12 growers were using control measures according to complete directions, but no field meetings were held.

Many growers short of plants were referred to growers like H. H. Hubbard, Odell Cook, T. C. Hix, and others who had complete control of disease and plenty of plants. Demonstrations with DDT on plants for flea beetles and chlorodane in planting water for control of wire worms and other insects were reported as excellent.

Four groups of farmers were accompanied to the two agricultural experiment stations. One group to the station at Chatham, Virginia and three groups to the station at Charlotte Court House. They were mostly interested in tobacco.

Special leaflets on tobacco problems and on small grains were distributed widely by mail and at meetings. Radio, newspaper articles and letters were used as main means of keeping the farmer advised of changes in practices.

Four community meetings were held early in the year at which tobacco production was the main topic. Discussion of varieties, rotations, and fertilizers were led by G.R. Mathews

and E. M. Matthews of the Extension Division of V.P.I. The assistance of S. B. Fenne was very helpful in the tobacco disease work done in the county this year.

The rapid development of root knot and blackshank diseases in the tobacco areas of the county will require increased emphasis on their control for another year.

c. The work with hay crops, especially red clover and alfalfa was wide spread over the county. Special attention was directed to soil tests as basis for seeding and fertilizing and liming.

There were five demonstrations on varieties of alfalfa including two with Atlantic and two with Williamsburg, and one with Buffalo. Twenty five or more soil samples were taken for alfalfa alone. Soil tests were used as recommendations for fertilizing.

Red clover work was chiefly in the interest of more seed harvest. Home grown seed have proven quite frequently to be superior, especially where adapted seed were used to start production, and considerable effort has been made to increase the number saving seed. By radio and news articles attention has been called to such things as yield per acre in hay, seed and the dollar value of seed saved per acre.

d. The work done on pastures in Prince Edward during 1953 was on suggestion of County Committee composed of the following members with the assistance of others.

V. C. Womack
Robert Taylor
E. M. Whitlock
Alfred Price
Thos. C. Hix
B. C. Bass

H. C. Kayton, Jr.
O. B. Blair
G. W. Palmer
J. H. Varner
H. E. Lacy

On this committee will be found representatives of the bank; fertilizer, seed, machinery, and automobile dealers; farmers and others.

It was decided that a special meeting in each community would be held emphasizing the value of pastures with recommendations for seeding, fertilization, and management. These meetings were held in all communities and in some communities more than one meeting was held. The program was aided by three special news articles and three special radio programs. A county handbook which was issued by the committee late in 1952 was issued this year in addition to Extension bulletins and leaflets issued by the Extension Service. Pasture posters issued in 1952 were also distributed and used in feed stores and fertilizer warehouses, filling stations and other places.

Of the 1340 farms in the county, about 45% were negroes and were not especially worked with by the agent, but through the efforts of the agent and the committee 50% of white farmers of the county were reached. Office calls were estimated at 150. Between 40 and 50 soil samples were taken from pasture. Between 75 and 100 farm visits were made regarding pasture. 300 or more letters were used and 400 or more bulletins or pasture leaflets were distributed. Seed and

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fertilizer dealers and professional workers were invited in to one meeting at which the recommendations were discussed regarding seeding and fertilization.

There were six seeding demonstrations, 10 renovating demonstrations, and 20 fertilizer demonstrations, to which special attention was called. The acreage seeded to new pastures in the county was estimated at 400 acres. Acres of old pastures renovated were estimated at 300. Acres fertilized and topdressed in 1953 were estimated at 2500.

Many slides of local pasture scenes and activities were made by the agent and used at local meetings in addition to films and sod exhibits. These were used at farmer meetings.

The pasture program has been somewhat handicapped, of course, by the dry weather which actually began in May when we had less than two inches of rain in that month. The shortage of rainfall has, therefore, existed every month since April with less than one inch in August when it was expected that fall seedings would begin. Much topdressing has been done but seedings have been very much delayed.

During August and September special suggestions and recommendations were distributed by letters, special leaflets, news articles and radio. Seeding mixtures with fertilizer recommendations were urged to be used and hundreds of acres were seeded but continued dry weather has not got them up for grazing except in a few spots in the county.

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V. Minor Activities

Forestry work included this year encouragement by circular letters and news articles to plant trees. Two community meetings were devoted to forestry. About 200,000 tree seedlings were planted. Metal signs at demonstrations were replaced and repaired.

Two fence post treating demonstrations were conducted. These demonstrations featured the use and treatment of dried, peeled pine post with Penta to show the value of treating and the use of a very common type of tree for post. Field meetings were held at the demonstrations, one located on the farm of R. B. Wilson, the other at L. W. Hamilton's.

The treating demonstration was followed by using the posts in fence building demonstrations. These demonstrations were put on with the assistance of G. D. Kite and A. B. Lyon both of the Extension Service of V.P.I. Both demonstrations were located where they were and are easily observed by the public. Both have attracted considerable attention. There was good attendance at field meetings. Radio, letters, and news articles were mediums of publicity. The Farnville Manufacturing Company cooperated by running a special ad in the Farnville Herald featuring our meeting and demonstrations.

Orchard work consisted of three meetings with commercial fruit growers. One of the meetings held in spring was an all day event held in cooperation with Nottoway County Fruit

growers and County Agent Paul Cassell. At this meeting specialists of the Horticulture Department of the Extension Service filled the morning program with discussions of varieties, management, spray material, and other subjects. The afternoon was devoted to field demonstration of spraying equipment. The other two meetings, one in June and the other in November were field meetings in orchards.

In cooperation with the Soil Conservation Service the agent planned and held a soil judging school for one day. This school was arranged and planned to be held in cooperation with the farm machinery dealers of the area. The agent wishes to acknowledge the assistance and cooperation of H. E. Lacy, County Conservationist and F. F. Carr, Area Conservationist of S. C. S.

Two test demonstration farms were established this year in cooperation with TVA. These farms owned and operated by Frank Gilliam and Leslie Hamilton of Route 2, Pamplin, are cooperating by keeping farm account records, following a recommended land use program, and producing crops of varieties not yet recommended for general use. This particular work is in cooperation with the Agronomy Department of the Extension Service of V.P.I. and Virginia Agricultural Experiment Station. Meta Phosphate from TVA at 1/2 price is the contribution of that organization. This program is just started and their operations will serve as demonstrations for years it is hoped.

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It is appropriate here to briefly describe the agent's work with the Production and Marketing Administration because of its close affiliation to the Extension Program. Since the agent is a member of the County P.M.A. Committee he has, of course, met with the committee at most meetings. He has endeavored to cooperate fully with the committee in its efforts to administer the program.

During the latter part of the year which has brought in a change of programs the agent assisted in scheduling a series of county wide meetings to advise farmers of the new program requirements and provisions. Seven of these meetings were held in all parts of the county. The radio was used to discuss briefly program provisions. Many office calls have been in request for this information.

As a member of the Agricultural Mobilization Committee the agent attended meetings of this committee. Meetings of the committee recently were to consider conditions of the county regarding the drought status, first to refuse disaster status but later to request it.

Seed survey by the agent in early September indicated most farmers were expecting to struggle through, with a few exceptions, with what they had. Since no normal rainfall was received from April to November, hay crop was less than 50%, corn crop 50% or less, pastures at about 25% to 30% normal and emergency seedings for fall and winter were too much delayed, disaster status was requested in late November.

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Farm building plans service by the agent seems to be increasing from year to year. About 50 or more plans for various farm buildings were furnished this year. 20 or more of these were for dairy barns, milk houses or buildings connected with dairying. The rest were varied from farm home plans on down to feeders for hogs or sheep.

C. D. Kite, Farm Building Specialist cooperated with 5 1/2 days of service. Mr. Kite was used on such work as selecting locations for dairy barns, advising on construction of granary and cold storage for fruit and discussions at meetings on building materials and care and repair of present buildings.

The cooperation, by the agent, with the Five County Fair Association is worthwhile reporting since the Association endeavors to promote interest in 4-H Club work by giving much space to 4-H exhibits and providing a premium list of \$1000. to \$1200, exclusively for 4-H exhibits. The fair is open a whole week in late September. The County Agents and Home Demonstration Agents set up, arrange and manage the 4-H portion of the fair. They make up premium lists, rules and regulations for exhibits. The agent is expected and does provide the main contact between the Extension group and the fair directors. The agent is a member of the board of directors and the executive committee of the board.

4-H livestock exhibits were larger this year than any previous year. An attempt is now being made to improve this

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event by adding classes and increasing premiums and adjusting regulations.

Prince Edward County has about fifteen farmers with sheep. These farmers are contacted about twice a year by letter or visit. Eleven of these sell their wool crop through the Lynchburg Wool Pool which has been operating for years by the cooperation of the County Agents with the members of the United Wool Growers Association. For several years now progress has been made in improving the conditions of the wool for market. Also quality and quantity of fleeces show improvement during the last year or two due to use of better breeding and better health conditions of the flocks. There is also a small increase in number of flocks recently.

For the past few years the agent has demonstrated the use of gas cartridges for the control of groundhogs. These animals are quite a pest in this area, doing much damage to corn, small grain, gardens, and other farm and garden crops. This spring the 450 of these cartridges were furnished to farmers at cost. Their use is demonstrated in order that they be used properly and control result. Cartridges are secured from Fish and Wildlife Service, Rodent Control Fund, U. S. Department of Commerce.

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VI. Miscellaneous

The agent has cooperated with several organizations during the year and in order to acknowledge their help and contributions the agent lists here briefly such activities.

Prince Edward County Farm Bureau has recognized the agent in the program of work. The agent has on several occasions met with the committees arranging plans for meetings and programs.

The Farmers Union just organized in the county has had the offer of assistance from the agent when possible.

The agent has arranged for, as usual, the annual election of a director for the Virginia Dark-Fired Tobacco Growers Marketing Association. County members were notified by radio, letter, and news articles.

Farmers Cooperative, a purchasing organization, with place of business here in the county has cooperated with the agent by furnishing added services. The agent has also advised on feeding formula since the cooperative has a modern feed mixing plant. The agent has splendid cooperation from the cooperative in stocking almost exclusively recommended varieties of crop seed. In fact, most of the seed, feed, and fertilizer business is based on approved varieties or formula. They have been splendid help to the agent and at the same time are rendering the farmers a truly remarkable service.

The First National Bank of Farmville has, since June, sponsored a once-a-week radio program for the agent, which has been a tremendous help to the program of the agent. Their

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cooperation is greatly appreciated.

With the cooperation of R. J. Krueger of the Extension Service of V.P.I. a merchandizing demonstration was held for local merchants, dieticians, lunchroom operators, home economist, and others in the preparation, cutting, packaging, and buying of dressed poultry, and turkeys. The demonstration also included an illustrated talk on egg classes and grading. The event was sponsored by the Virginia Independent Retail Merchants Association.

In addition local merchants in town and over the county are on a special mailing list of the agent in order that they may be kept up to date on the needs of farmers and also in order that they may know what to stock - for example, insecticides, fungicides, seed, fertilizer and other materials. Local merchants cooperate splendidly in such matters and appreciate, usually, information furnished to them.

Due to the increasing number of non-farm families and urban homes it is appropriate that mention be made of services and activities to and with these people. During the year many calls have been received and many visits made regarding building, grading, and lawns. Lawn seeding and management problems have been many. Insects of many kinds have had to be identified and control measures given. Termites are a constant problem. Vegetable gardens are problems with their insects and diseases.

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These and many others too numerous to give here take time from any planned program.

VII. Conclusion

A summary of some of the main statistical items show that the agent worked 267 days, had 1596 office calls, 1588 telephone calls, 27 radio programs, 63 meetings with attendance of 1720 and used 36 specialists for a total of 52 days.

The agent wishes to acknowledge the very valuable assistance of the splendid cooperation of Mr. J. B. Wall, owner and editor of the Farmville Herald; the management of Radio Station, WFLC; the First National Bank of Farmville; E. W. Carson, District Agent; members of the various committees; J. B. Bagby, Principle of Worsham High School; and Mr. T. J. McIlwaine, Superintendent of Schools in Prince Edward.

The Extension Service of V. P. I. personell listed on the next page as well as those from other agencies and departments have had much to do with the program for the year and much credit is due them.

EXTENSION SERVICE, V.P.I.

Agricultural Economics & Rural Sociology

Love, H. M.
Chastain, E. D., Jr.
Krueger, R. J. C.
Loope, K. E.

Agricultural Engineering

Kite, G. D.
Waller, J. A., Jr.
Swink, E. T.

Astronomy

Mathews, G. R.
Mathews, E. M.
Shoulders, J. F.
Lewis, W. W.
Epperson, G. R.

Animal Husbandry

Westing, Ralph S., Jr.
Williamson, K. C.
Herring, Geo. C.

Dairy Husbandry

Connelly, R. G.
Ellmore, M. F.
Patterson, W. N.
Huston, K. A.

E. W. Carson, District Agent

Va. Agri. Experiment Station

Horsfall, Frank, Jr.
Hurt, R. H.
Bobb, M. L.
Bell, W. B.

Soil Conservation Service

Coleman, S. C.
Carr, F. F.

Forestry

Lyon, A. B.

Horticulture

Dreiling, Fred R.
Scott, F. H.
Teske, A. H.

Entomology

Rowell, J. O.

Plant Pathology

Fenne, S. B.
Henderson, R. G.

Poultry

Dean, A. L.

State Dept. of Agri.

Franklin, N. L.
Saddler, B. W.
Anderson, R. H.
Barton, R. A.

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 Prince Edward State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>E. J. Stephen</u>	<u>County Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
<u>Arnold J. J. J. J.</u>	<u>Assistant County Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
<u>Miriam L. Baldwin</u>	<u>H. D. Agent</u>	<u>Dec. 1, 1952</u>	<u>May 30, 1953</u>
<u>Frances W. Hill</u>	<u>H. D. Agent</u>	<u>July 1, 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 "faired."

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.
- 8a. 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 of 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.

- 9a. 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 part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	146+87= 227	103	523	853
2. Office calls..... do	154+255= 409	33	1596	2038
3. Telephone calls..... do	262+316= 554	7	1588	2179
4. News articles or stories prepared Number	21+78= 39	12	65	116
5. Broadcasts made or prepared:				
a. Radio..... do	16+24= 42	3	27	72
b. Television..... do				
6. Bulletins distributed..... do	358+651= 1409	380	1689	3482
7. Adult result demonstrations conducted..... Number			92	92
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	5+5= 10	2		12
(2)..... Attendance	57+78= 135	18		153
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	2	10		12
(2)..... Attendance	4	93		97
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	26+10= 36	3	63	102
(2)..... Attendance	298+83= 371	20	1720	2111
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	46+11= 56	163		319
(2)..... Attendance	623+117= 740	1266		2056
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	34+37= 76			76
(2)..... Attendance	325+496= 821			821
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	12+77= 29	4		33
(2)..... Attendance	246+359= 605	310		915

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

Linn County Board Supervisors

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

from "a"

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

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general				
b. Agricultural	4	22	6	50
c. Home demonstration	1	5	2	9
d. Young men and women				
e. 4-H Club	1	30	2	27

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	3	20
b. County meetings	3	15

14. Number of fact-finding surveys for program-planning purposes made during the year: 1

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 A	Women B	Older club	
			Boys C	Girls D
a. In adult agricultural work	30		XXXX	XXXX
b. In adult home demonstration work		66	XXXX	XXXX
c. In young men and women's work	2	5	XXXX	XXXX
d. In 4-H Club work		8		2
e. Total number of DIFFERENT leaders	32	79		2

16. Number of organized clubs or other groups carrying on adult home demonstration work: 12

17. Number of members in such clubs or groups: 257

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 160) 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.

PROGRAM EMPHASIS

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
18. Calendar months of employment.....	4 1/2 - 11	4	12	27
19. Total days worked.....	129 + 129 = 258	56 1/2	267	611 1/2
20. Days devoted to—				
a. Adult work.....	90 + 100 1/2 = 190 1/2	11	243	444 1/2
b. YMW work.....		4		4
c. 4-H Club work.....	39 + 28 1/2 = 67 1/2	7 1/2	24	163
21. Days devoted to—				
a. Extension organization and program planning.....	42 + 29 = 56	16	23 1/2	95 1/2
b. In-service training of agents.....	4	9	8	21
c. Crops.....		5	40 1/2	95 1/2
d. Livestock.....	1/2	25	56	81 1/2
e. Marketing, distribution, and service organizations.....	1 + 1 = 2	1	18	21
f. Soil and water conservation and management.....		1	25	26
g. Forestry.....		2	14	16
h. Wildlife.....				
i. Planning and management of the farm business.....			5	5
j. Farm buildings and farm mechanical equipment.....	1	32 1/2	19	42 1/2
k. House and surroundings, furnishings and equipment.....	13 1/2 + 25 = 38 1/2	2		38 1/2
l. Home management.....	12			12
m. Family economics.....	7			7
n. Clothing.....	31 + 8 = 39			39
o. Foods and nutrition.....	12 1/2 + 13 = 25 1/2			25 1/2
p. Health.....	4 + 3 = 10			10
q. Family life, child development, parent education.....	1	1		2
r. Safety.....				3
s. Community development and public affairs.....	2 1/2 + 23 = 41 1/2	1	5	50 1/2
t. Days that cannot be charged specifically to one of items a through s.....	9 + 9 = 16	1	3	44 1/2

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.

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.
- e. Persons helped primarily with the economics 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.....	5		5	1		
28. Total number of persons contacted individually or through meetings.....	500	100	300	100	50	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	25	35	50	10	25	
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management.....	50	20	25	5	30	
Specific production and management practices inci- dent to—						
b. Selection and breeding.....	10	10	15	5	12	
c. Feeding.....	50	15	30	5	15	
d. Controlling external parasites.....	25	20	20		5	
e. Controlling diseases and internal parasites.....	25	15	15	5	15	
f. Efficient work methods.....	10		10			
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing.....	25	35	50	10	35	
Specific marketing practices incident to—						
b. Preparation for market.....	10	10	10	5		
c. Commodity outlook and market informa- tion.....	25	35	50	10	25	
d. Arranging to sell and selling.....	10		5	10		

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	Members	Cooperatives given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	3	1400	1		1	3
b. Farm and home service.....	1	16	1		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.....		
b. Farm and home service.....		
		Number

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

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.....	10
b. Hay and other forage crops.....	1
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	
d. Tobacco.....	
e. Oil crops (soybeans, flax, peanuts, etc.).....	
f. Sugar crops.....	
g. Eggs and dairy products.....	10
h. Poultry and poultry products.....	5
i. Meat animals and meat products.....	
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	
37. Food retailers assisted with merchandising problems.....	12
38. Persons assisted with CONSUMER information on agricultural products..... estimated total.....	

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.....	2	3	
40. Total number of personal contacts made individually or through meetings.....	50	50	5
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	50	12	5

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	50
b. Contour and strip cropping.....	10
c. Terracing.....	
d. Grassing waterways.....	
e. Water supply, storage, and distribution.....	5
f. Drainage.....	3
g. Irrigation.....	1
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	
i. Use of fertilizers (commercial and barnyard).....	50
j. Production of soil improvement crops.....	25
k. Crop rotations.....	15
l. Land clearing.....	10
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	5
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	5
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	10
d. Estimating and appraising.....	10
e. Production of pulp-sirup products or naval stores.....	
f. Treating wood products with preservatives (fence posts and building timbers).....	10
g. Marketing of forest products (includes markets and timber-selling practices).....	
h. Fire prevention.....	10
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	3
b. Making food and cover plantings for wildlife.....	1
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—
- a. All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - b. Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - c. Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - d. Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. 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	3
46. Total number of persons contacted individually or through meetings	300
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	250
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	150
b. Keeping and analyzing farm records	20
c. Developing an over-all farm plan	-
d. Making needed adjustments in farm organization	5
e. Developing supplemental sources of income	5
f. Obtaining and using credit	5
g. Selecting a farm for rental or purchase	-
h. Obtaining, training, and using farm labor	10
i. Legal aspects of the farm business	50
j. Income-tax accounting and related problems	5
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	8
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.
- a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
- b and c. Also include planning and decisions relating to efficient lay-out within a farm building.
- d. Also include equipment that may be constructed as part of the building.
55. Item—
- a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
- b. Refers to labor-saving devices and equipment developed or built by the farmer.
56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting		
52. Total number of persons contacted individually or through meetings	150	25
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	50	20

	Estimated number
54. Farmers and other individuals reported in item 53-A, assisted with—	40
a. Arrangement of farm-building lay-out	5
b. Construction of farm buildings	5
c. Remodeling or repairing farm buildings	5
d. Selection or construction of farm-building equipment	5
55. Farmers and other individuals reported in item 53-B, assisted with—	10
a. Selection of farm mechanical equipment	5
b. Developing labor-saving devices and equipment	15
c. Use, care, and repair of farm mechanical equipment	5
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes	5

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.
- g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
- h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

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

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under 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 tracking, 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		27
58. Total number of persons contacted individually or through meetings	20	240
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices	5	145

60. Families, homemakers, and other individuals reported in item 59-A assisted with	Estimated number
a. Building a new house	4
b. Remodeling or repairing the house	3
c. Improving kitchen or laundry	2
d. Improving storage space	1
e. Selective 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	
Landscaping home grounds	5
61. Homemakers and other individuals reported in item 59-B assisted with	
a. Selection, use, and care of home equipment (other than sewing equipment)	
b. Selection, use, and construction of home furnishings	81
c. Repair, reconditioning, and care of home furnishings	
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 (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 48i 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.....	18		32
63. Total number of persons contacted individually or through meetings.....	267		330
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	145		208
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			
b. In improving housekeeping methods.....			
c. With family laundering.....			145
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.....			44
b. With care and mending of clothing.....			24
c. With clothing construction.....			39
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			
e. With good grooming and posture (personal appearance).....			121

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. Consider 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—

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

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	20	14	21	
69. Total number of persons contacted individually or through meetings.....	850	486	175	27
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	511	30	110	20
71. Families reported in item 70-A assisted—				Estimated number
a. With planning and/or producing the home food supply.....				100 = 112
b. In selecting food.....				107
c. With meal planning and food preparation.....				149
d. With preservation and storage of food.....				100
e. In improving diets.....				22
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				
b. First aid and home nursing.....				30
c. Dental-health education.....				
d. Health education leading to physical examination by a physician.....				
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				
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.....				
e. Home and family recreation.....				110
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				3
b. Accident prevention around the farm and home.....				20
c. Accident prevention away from home place.....				4

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

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

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

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

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

77. Item includes—
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.....				
76. Developing and improving county or community organization.....	1	1	2	25
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	1	1	2	350
b. Improving health facilities, services, and programs.....	1	18	14	158
c. Improving schools.....	2	2	2	35
d. Improving churches.....	1	1	2	18
e. Bettering town-country relations.....	2	18	22	487
f. Libraries.....	1	18	1	875
g. Roads.....				
h. Telephones.....	1	3	5	50
i. Community centers.....				
j. Recreation programs and facilities.....	2	18	22	418
k. Community beautification.....				
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. Field affairs.....				
81. Emergency activities.....				

SUMMARY OF 4-H CLUB PROJECTS--*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report 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 deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled	Members completing	Units involved in completed projects		
	A	B	C		
	Number	Number	Number		
82. Corn.....	10	4	4		acres
83. Other cereals.....	1	1	1		do.
84. Peanuts.....					do.
85. Soybeans, field peas, alfalfa, and other legumes.....					do.
86. Potatoes, Irish and sweet.....					do.
87. Cotton.....					do.
88. Tobacco.....	1	0	0		do.
89. Vegetable growing.....	5 12	3 7	4	7	do.
90. Fruits.....					do.
91. Range and pastures.....					do.
92. Other crops.....					do.
93. Soil and water conservation and management.....					do.
94. Forestry.....	2	1	1		do.
95. Wildlife and nature study.....					XXXXXXXXXXXXXX
96. Poultry (including turkeys).....	6+1=7	6+1=7	206+50=256		birds
97. Dairy cattle.....	9	9	9		animals
98. Beef cattle.....	8	4	4		do.
99. Sheep.....	1	0	0		do.
100. Swine.....	19	13	16		do.
101. Rabbits.....	1+1=2	0+1=1	6+8=8		do.
102. Other livestock.....					do.
103. Bees.....					colonies
104. Entomology.....					XXXXXXXXXXXXXX
105. Tractor maintenance.....	16	11	11		tractors
106. Electricity.....	18+27=45	14+24=38	6+34		articles
107. Farm shop.....					do.
108. Other engineering projects.....					XXXXXXXXXXXXXX
109. Farm management.....					XXXXXXXXXXXXXX
110. Beautification of home grounds.....					XXXXXXXXXXXXXX
111. Meal planning and preparation (include baking).....					dishes prepared
112. Canning and preserving (other than freezing).....	2	2	630		quarts
113. Freezing of foods.....	1	1	150		quarts frozen
114. Health, nursing, first aid.....			XX		pounds frozen
115. Child care.....			XXXXXXXXXXXXXX		
116. Clothing.....	62	56	7		articles
117. Home management.....			XX		garments
118. Home furnishings and room improvement.....			40		articles
119. Home industries, arts, crafts.....	39	36	36		rooms
120. Junior leadership.....					articles
121. All other.....	9	9	XXXXXXXXXXXXXX		
122. Total.....	112+133=245	95+105=200	XXXXXXXXXXXXXX		

247

200

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.

123	Number of different 4-H Clubs in the county	10
124	4-H Club members—	
124a	Enrolled	10
124b	Completing	10
125	Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.	
125a	Bureau of the Census definition of a farm as used in the 1950 Census is:	
125a1	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.	
125a2	Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.	
125a3	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.	
128a	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

123. Number of 4-H CLUBS		7
124. Different 4-H Club members—	Boys	Girls
a. Enrolled	23	118
b. Completing	44	85
125. 4-H Club members from—		
a. Farm homes	69	90
b. Rural farm homes	4	16
c. Urban homes		12
126. 4-H Club members enrolled by years in club work:		
a. 1st year	31	58
b. 2d year	22	22
c. 3d year	8	18
d. 4th year	7	9
e. 5th year	3	6
f. 6th year and over	2	8
127. 4-H Club members enrolled by ages:		
a. 10 years and under	17	26
b. 11 years	14	22
c. 12 years	17	38
d. 13 years	9	19
e. 14 years	8	12
f. 15 years	4	5
g. 16 years	2	1
h. 17-20 years, inclusive	2	5
128. 4-H Club members who received definite training in—	Boys and Girls	
a. Judging	15	
b. Giving demonstrations	30 43	
c. Group recreation leadership	16 28	
d. Music appreciation	-	
e. Money management (thrift)	3	
f. Farm and home safety	40 + 23 = 63	
g. Citizenship	-	
h. Personality improvement	22	
i. Soil and water conservation	-	
j. Forestry	-	
k. Health, nursing, first aid	22	
129. 4-H Club members having health examination because of participation in the extension program		
130. Number of members participating in a 4-H Club camp		2973 = 30
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs		7

MISCELLANEOUS--Interpretation

The following items should include work done--

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	
137. FAMILIES assisted with control of household insects.....	25 23
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	
139. FARMERS and other individuals assisted with control of noxious weeds.....	15
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	25
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	5
142. FAMILIES assisted with practices incident to production of arts and crafts.....	37

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 farmer is assisted with crop-production problems and his son is in a 4-H dairy-calf club, the assistance would be reported as given to one farm family.

144. As outlined in item 143, there 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.....	257	31	20
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	180	90	30
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	350	107	40

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 exten-

sion agent holds several meetings in the county where he and PMA committeemen explain the agricultural program to farmers. These 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 blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
FEDERAL AGENCIES				
146. Agricultural Mobilization Committee.....			4	4
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....				
150. Fish and Wildlife Service.....				
151. Forest Service.....				
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....			15	12
154. Rural Electrification Administration.....	2			2
155. Selective Service System.....				
156. Soil Conservation Service.....			2	
157. Valley authority (TVA, etc.).....			2	
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....	1			
160. Highway department.....				
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....	12			
163. State employment service.....				
164. Welfare department.....				
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....	1			
167. Vocational-agriculture and home economics departments.....				
168. Other (specify) <i>Police Dept.</i>	1			
169. Other (specify) <i>(M.C.B.)</i>	6			

YOUR ANNUAL REPORT

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

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

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

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

General Directions

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part 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 is 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.