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ANNUAL -  
NARRATIVE REPORT

OF  
EXTENSION WORK  
NORFOLK COUNTY, VIRGINIA  
FOR THE YEAR

DECEMBER 1, 1950 TO NOVEMBER 30, 1951  
408 FEDERAL BUILDING, NORFOLK 10, VIRGINIA

L. B. WILKINS  
COUNTY AGENT  
●●●●●●●●

GEORGE W. WALKER, JR.  
ASSISTANT COUNTY AGENT  
●●●●●●●●

HAZEL C. PETERS  
EXTENSION STENOGRAPHER

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## II COUNTY ORGANIZATIONS

### A- Farm Bureau

The County Farm Bureau is the organization through which most of the Extension program in Norfolk County is conducted. The Board of Directors held regular monthly supper meetings and their various commodity committees discussed their programs and gave reports of activities. In December 1950 they set up a group of objectives and reported on these at the annual membership meeting which was held in October 1951. They sponsored educational meetings and tours during the year. The 1951 membership is approximately 200.

In order to work more closely with the potato and vegetable problems of the area, the County Farm Bureau together with the Farm Bureaus of Nansemond, Princess Anne, Accomac and Northampton counties are organized into the Association of Virginia Potato & Vegetable Growers. They maintain an office at the Virginia Truck Experiment Station and employ a full-time secretary.

### B- 4-H Clubs

Boys and girls' 4-H clubs are organized separately in Norfolk County. During 1951 a total of 173 boys were enrolled in nine 4-H clubs. Seven of these clubs were conducted in the schools and two were organized in their respective communities and met after school hours or at night.

### C- Soil Conservation District

The Virginia Dare Soil Conservation District is composed of Norfolk and Princess Anne Counties. Their program, which is based upon the conservation of soil and natural resources, is administered by a board of supervisors. Regular monthly meetings are held at which problems of the district are discussed and progress reports given. The Soil Conservation Service provides a work unit officer, a soil technician and a part-time aid to give technical assistance in furthering the District program in the county. Office space is provided by the Norfolk County Board of Supervisors at the Oak Grove Community house which is located near the center of the county.

### D- Production and Marketing Administration

The Norfolk County Production and Marketing Administration has its office at 58 Commercial Place, Norfolk, Virginia



northern markets. Mild winters and favorable growing seasons made it possible for local farmers to expand their production tremendously. The cities of Norfolk, Portsmouth and South Norfolk are practically encircled by Norfolk County. During recent years, many desirable residential areas have been developed in the county and at present the total population is nearly 100,000 people.

The principal crops being grown are corn and soybeans which occupy approximately 2/3 of the cropland. The remaining farm land produces vegetable crops, potatoes and pasture and feed crops. Dairying was the largest source of income from livestock with poultry next. Beef cattle and hogs are increased now.

Norfolk County's Agriculture is changing from one of producing vast acreages of vegetables and potatoes to the production of staple crops and livestock because transportation and refrigeration has greatly expanded the area of production of perishable and semi-perishable crops.

#### IV PROJECT ACTIVITIES

##### A- General

The job of Extension workers is to carry scientific information to the farm and to help people apply it to the field, the home and the market places.

This report covers the activities of the County Agent, the Assistant County Agent and one secretary for the twelve months' period December 1, 1950 to November 30, 1951. A similar report is being prepared to cover other Extension work. Most of the activities reported herein include work with farmers through their organizations and boys' 4-H clubs.

Many project activities previously reported are being continued and only those receiving the most attention and showing outstanding progress during this year are being described in this report.

In order to accomplish the work herein reported the County Agent and Assistant County Agent devoted their full time (24 months) to this work. They drove approximately 40,000 miles; made approximately 1700 farm visits; attended approximately

400 meetings and made approximately 3900 telephone calls. Approximately one half the time was devoted to field work and slightly more than half was devoted to work with 4-H clubs and other youth activities.

B- Agronomy

1- Pastures

The goal under the pasture program this year was to get at least 14 farmers to seed new pastures. With the formation of the state-wide pasture program a county pasture committee was organized and they set a new goal to get each farmer in the county to seed some land to pasture.

Early in the year the 50 dairymen in the county were contacted and urged to seed additional pasture either in the spring or fall. This was done through personal contact and letters. Practically all the dairymen have improved their pastures and are pleased with the results of good pastures. Many of our farmers who are changing to the production of beef are depending primarily upon pastures for their feed. The original goal was reached early in the year and more effort is being made to encourage every farmer to have some improved pasture. One of the greatest influences in getting good pastures established has been the success of a few farmers with pastures and the assistance of local commercial representatives such as the seedman and fertilizer people as well as the Experiment Stations.

2- Corn

The goal for 1951 was to continue to improve corn yields since corn is planted to approximately one third of our cropland each year and the sale of corn and soybeans represents nearly one fourth of the total farm income.

During December approximately 150 farmers attended a county-wide corn growers meeting at Hickory. Representatives of the Experiment Stations discussed new hybrids and cultural practices and samples of 38 hybrids were on display with charts showing the yield, quality and growing conditions. The 100 bushel contest winners were announced and appropriate prizes furnished by a local business firm were awarded. This same contest was conducted in 1951 and a similar meeting is being planned for January. Samples of new corn hybrids were

supplied to approximately 10 farmers. Field days at the Experiment Station were publicized and over 100 individual farmers visited the stations during the year to observe the research work. It is known that some of our larger farms are averaging from 90 to 100 bushels per acre and every effort is being made to increase the yields of corn on every farm.

### 3- Soybeans

Soybeans alternate in the rotation with corn on most farms. Although considerable progress has been made in increasing yields of corn no noticeable increase in soybean yields have been made in the past 10 years. New varieties have been tried in the county and more work in developing new varieties is being conducted at the Experiment Stations. No variety or fertilizer demonstrations were conducted this year. One reason for eliminating the soybean fertilizer demonstrations was that no direct effect of fertilizer was noticeable in the previous demonstrations. Farmers were urged to be more particular in harvesting their soybeans this fall to avoid excessive cracking and foreign material. These conditions were having a tendency to cause discrimination against the local crop on the markets.

## C- Livestock

### 1- Beef Cattle

Every effort has been made to increase the production of beef cattle in the county. The original goal for this year was to get at least 10 more farmers to obtain beef cattle. To date approximately 40 farmers have added beef cattle to their farm operations. They range from 2 or 3 yearling heifers up to 50 feeder calves. Most of these farmers have observed carefully and planned for feeding and grazing before purchasing their cattle.

In order to promote the production of beef cattle in this area the Portsmouth Chamber of Commerce again sponsored the 4-H baby beef project. 36 calves were purchased in 1950 and fed out by 4-H club members. The Chamber conducted the show and sale in May and invited club members from Princess Anne County to show their calves at the same

time. The money to purchase the calves was loaned by various civic and business organizations in and around Portsmouth. These sponsors visited their club members during the year and in many cases they attended the show and bid on the calves they sponsored. This project was very successful having approximately 1500 people in attendance at the show and sale. Financially, it was a success because it was the highest sale in the State last spring. The animals graded high giving further proof that beef can be produced in this area and that good quality feeders is worthwhile. This project has been undertaken again this year with 35 calves being placed with A-H Club members.

## 2- Dairy

Up to 10 years ago the majority of the dairymen never considered raising their own replacement cows. Since this change has come about it is more important than ever that dairymen use good breeding stock. Artificial breeding is available to farmers in the county and they are being urged to use this service. Dairymen have been urged to attend district and state meetings in order to keep up with the latest scientific developments in dairying. Dairymen have been urged to develop more pastures as a source of cheap and better feed.

## Other Livestock

Poultry production varies considerably in this area. Most of the work in connection with the poultry raisers has been done through contacts with local feed dealers and others that contact farmers. Some of the A-H club members are doing outstanding poultry project work.

Hog production has increased for the past 2 or 3 years in the county. Five farms have used some of the Land-race breeding stock obtained through the Experiment Station in attempting to improve their breeding stock. Other farmers have purchased purebred sires at the district sales held in Suffolk. Pastures are being developed as a dependable source of feed.

As in the past the agents have continued to stress the need for vaccinating hogs against cholera. Approximately 20 additional farmers have learned to vaccinate their own

hogs through demonstrations and experience. When even sickness occurs, farmers have been referred to the local veterinarians for help. The practice of demonstrating the process of vaccinating and teaching farmers to do their own work has proved very satisfactory in most cases. This procedure releases the agents for more important and necessary educational work.

D- Conservation

The goal established for 1951 was to make every farmer drainage conscious. Large areas of farm land throughout the county have been improved by drainage and they stand out as demonstration areas. The difference between crops grown on well drained and improperly drained land is very noticeable. Crop failure has been reduced to a minimum in spite of unfavorable weather and heavy rainy seasons.

A large portion of the farmland in the county has been classified. Approximately 2/3 of it is poorly drained and is classed as Othello, Bladen and Elkton soils. The medium drained soils include the Bertie, Dragston and Lenoir types and the better drained soils are the Sassafras and Metapoake. The drainage on almost 60% of the poorer drained soils has been improved since the county Board of Supervisors purchased heavy drainage equipment for this purpose in 1948. In addition to this equipment several private operators have equipment available to farmers. The Soil Conservation District still assists with technical information including laying out drainage systems as a service to farmers. The County Farm Bureau continues to be active through its conservation Committee in encouraging the continuance of this work and to assist with educating farmers to the value of proper drainage.

During the year plans for cooperating and working with the Virginia State Highway Department, the Department of Interior-Fish and Wildlife Refuge, the U. S. Navy and the Forestry Department were worked out, and written agreements between the agencies have been drawn up.

In addition to the 8 regular meetings, the Board held several special meetings to which approximately 75 representatives of interested groups and agencies were invited for the purpose of discussing large drainage projects.

E- Marketing Farm Products

The need for a farmers' wholesale produce market has been felt for the past 15 years. Many attempts have been made to establish a market. A market place where farmers can bring in produce and where buyers and consumers can buy, is a challenge to everyone.

Although no definite progress can be reported at this time, this problem has been discussed with many groups and individuals during the year.

F- Agricultural Planning

The need for a well developed and revised plan of work for agriculture in the county has been made greater by the desire of various organizations and agencies to assist in the promotion of various projects. One specific example is the activities of the Portsmouth Chamber of Commerce in connection with establishing an agricultural foundation for Tidewater Virginia.

Tentative plans were made to work out a desirable program but progress has been slow. One reason for this has been that more participation on the part of the farm people is needed. Commodity committees have been organized by the Farm Bureau directors and several of them have held preliminary meetings. Since this program is of major importance ample time will be devoted to it.

G- Special Activities

Frequently Extension workers are called upon to assist with problems that are not considered in making up an Extension plan of work and often they do not relate directly to the work. Some of these problems are of utmost concern to those involved and may have an indirect bearing on the progress of Extension work. Some of these activities are described as "Special" since they are not reported elsewhere.

A total of 39 radio programs were prepared and presented during the year. Most of these programs were delivered over W.T.A.R., Norfolk, Virginia, over a regular Farm Journal program scheduled each Saturday at noon. The subject matter related to the Extension program. One television show was conducted on which 3 4-H club members presented their livestock projects including a fat steer and breeding pigs.

Approximately 140 news articles appeared in the local daily papers dealing with the Extension program. The agents assisted in preparing a monthly news letter which was mailed to approximately 700 farmers. These letters contained from 5 to 10 brief news items selected for timeliness as well as their importance.

The agent served as secretary to the Virginia Dare Soil Conservation District, keeping all records and correspondence in order. This board held regular monthly meetings.

The Norfolk Chamber of Commerce renewed its efforts to build up a sound agriculture program and the agent has assisted in working up suggested procedure for forming an agriculture committee and program.

At present 4 Rural Clubs are organized in the county and are doing excellent community improvement work. The agent has assisted these clubs with their work and has obtained speakers on agricultural subjects for them. They usually have 2 or 3 agricultural programs a year.

Assistance has been given in maintaining and operating the 4-H club camp which was constructed about 5 years ago. In order to further develop the camp and to make it available to more of our young people, the agents have worked closely with the Norfolk County Recreation program both in planning and supervising their camps. After the regular camping program, these facilities were made available to our local church group, the Virginia Farm Bureau Federation, the State 4-H Conservation Camp and the State older youth organization.

Many of the Extension programs were of direct interest to local firms that deal with the farm people such as seedsmen, feed and fertilizer dealers and others and the Agent has attempted to maintain contact with these people and to keep them informed on the various programs.

Very often the agent is requested to furnish information dealing with new projects and enterprises during the course of a year. Many individual requests have been answered dealing with agricultural problems.

Groups of farmers on tours from other states have visited this area and arrangements including accommodations have been made for them. On several occasions they have visited local

farmers.

Additional assistance has been given the various commodity groups including dairymen in arranging and conducting field days.

The agent was privileged to present his views on the job relationships of Extension workers at the Annual Extension Conference held in Blacksburg. Several days were devoted to preparing this information. History and philosophy of Extension work was discussed before 5 civic clubs during the year with a total attendance of approximately 360 farmers and leading business people.

Many new problems are confronting farmers daily. Investigations are being made constantly and many of these problems are discussed with representatives of experiment stations. In many cases this type of work has helped to keep research work more in line with the needs of the farmers. The Farm Bureau directors have been very helpful with this type work through their discussions at their regular monthly meetings. Representatives from the Experiment Stations attended these meetings regularly.

#### H- 4-H Club Work

##### 1- Situation

Since the addition of a full-time assistant agent three years ago for the purpose of developing more work with our youth, noticeable progress has been made.

Norfolk 4-H club work is organized under the standard pattern for the state with a County Council acting as the governing body for all of the clubs in the county. We started the year with nine boys' clubs, four of which were junior clubs. Ages of members of the other 5 clubs ranged from 10 to 17 years of age. Each club elected five officers who comprise the membership of the County Council. There was an enrollment of 173 boys and 2 girls and the home agent enrolled 209 girls making a total of 384 club members.

##### 2- Goal

Our goal was to increase the interest of club members through better club programs, more competition in county and district contests, farm shows, 4-H club camp and State

4-H Short Course and through our Achievement Day. Another goal was to increase the number of active leaders in club work and have them take more interest in the club program.

### 3- Methods

New club officers were elected in November and at the County Council meeting held the same month, new council officers were elected. Our monthly club meetings were used to promote the County Council program, club program and to give project instruction. Nine meetings were held during the year. Promotional projects were set up whereby a club member who had carried a project through to completion satisfactorily might be chosen to carry a special project. More interest in project work was created by a more competitive program. Standards for the boys to work towards, were kept before them at all times possible. Club members were visited at one or more times and project instruction was given to all of them. During these visits we talked to the parents and explained what 4-H is, how it is organized, what the boys and the parent's responsibilities are in the 4-H organization, and what projects we thought were suitable to the boy. These visits have done much towards strengthening 4-H club work. Most of the visiting was done by the assistant agent. Each club member was sent information on his club project and letters of instruction were mailed on the different phases of the work. Former 4-H club members and individuals who had the interest of the youth of their community at heart were contacted and the 4-H club program was discussed with them getting their advice and assistance.

The activities of 4-H club work was planned to develop leadership in club members. These accomplishments created a more active interest in the 4-H club and a stronger competitive program.

### 4- Results

#### 1- Project Work

More progressive action has been taken in 4-H club work this year. The gross value of club members' projects this year was \$37,069.15. The project work has increased consistently as follows:

1949	165 projects carried	80 completions
1950	207 projects carried	154 completions
1951	285 projects carried	184 completions

Club members carried a variety of projects in 1951 as shown in the following table.

<u>Project</u>	<u>No. Projects</u> <u>Carried</u>	<u>No. Project</u> <u>Completions</u>
Baby Beef	40	40
Beef Heifer	3	3
Market Hogs	30	14
Breeder Pig	14	14
Dairy	17	8
Sheep	7	7
Poultry (B. & H.)	24	9
Poultry (Special Units)	2	2
Poultry (Laying Unit)	1	1
Rabbits	6	3
Soybeans	10	6
Oats	1	1
Hay	1	1
Garden	62	30
Mkt. Garden	2	2
Corn	16	15
Pasture	1	1
Rural Elect.	22	7
Leadership	26	21
Total	<u>285</u>	<u>184</u>

The 4-H club program can definitely be strengthened by teaching better methods of keeping records and by individual assistance, by the parents with the projects and the records.

During the school year each club held nine regular meetings. In order to keep the boys interest at a high level, motion pictures about agriculture and 4-H club work were shown. Extension specialists were used as much as possible in order that better methods could be taught in project work. Each club was encouraged to have its own program put on by the members. This method not only taught the boy to speak before an audience, but helped him overcome his shyness. Educational tours were conducted to some of the manufacturing plants

and Experiment Station located nearby.

Special projects were carried by club members. They were: a pen of market pigs to be fitted, shown and sold, a baby beef steer project to be fitted, shown and sold, a beef heifer project to be fitted, shown and sold, a beef heifer project to be fitted and shown, and a dairy heifer project to be fitted and shown. At these shows other club members and farmers saw the effects of proper care, feeding and management as well as showmanship.

The year 1951 ended a second successful year with the Portsmouth Baby Beef Show. There were two counties participating in the Portsmouth Show with a total of 54 beef steers shown and sold. 36 club members exhibited and sold steers from Norfolk County. The Portsmouth Chamber of Commerce obtained local sponsors from civic organizations and interested individuals for these calves. The members were closely supervised on feeding, care and management.

May 5th. was the date set for the show and sale. The steers were judged and the Grand Champion of the show was an Angus steer, fed, fitted and shown by Deanne Rogge of Norfolk County. The Reserve Champion of the show was also an Angus steer, fed, fitted and shown by Joseph Walker of Norfolk. The sale average was the highest in the state averaging 41.6 ¢ per pound. Interest was very high on the show and sale and a record crowd of 1500 turned out for the show and sale.

Three beef steers, three beef heifers, a dairy heifer and two gilts and a boar were exhibited at the Atlantic Rural Exposition by 4-H club members. One beef steer was exhibited at the Eastern National Livestock Show in the Hereford lightweight class, taking the 1st. prize ribbon in competition with 26 other entries.

A 4-H market hog show was held in Suffolk for club members from Southeastern Virginia counties. Three boys from Norfolk County exhibited a pen each. Top honors of the show was won by Wayne Rogge of Norfolk County who exhibited the Grand Champion pen of pigs. Feeding, care, management and showmanship were the major objectives of this project.

Five boys showed their dairy heifers at Franklin in the Southeastern Junior Dairy Show. Top honors were won by Donald Sly of Norfolk County who exhibited the Grand female of the show, Grand Champion in Showmanship and Grand Champion in Fitting. Bobby Ferguson of Norfolk County won Reserve Champion female of the show and Reserve Champion in Showmanship. He exhibited his heifer at the Atlantic Rural Exposition and placed third in the class. These results show what a boy can do when he puts forth an effort.

Seven sheep projects were carried and profit was shown on all of the projects. Sheep production has a place in eastern Virginia as long as proper care and management practices are carried out.

The other projects such as gardens, poultry, and field crops were used as a measuring stick and on a promotional basis for the special projects. These projects do not involve as large a sum of money as the special projects and if they are a failure the investment involved is not as large. Field crops projects are encouraged in conjunction with the livestock projects in order that feed costs might be lowered.

5- Short Course

Seventeen boys and girls attended the 1951 4-H State Short Course from Norfolk County. Of these eight were boys and nine were girls. The club members considered it an honor and a privilege to be selected to attend the 1951 Short Course.

6- 4-H Camp

4-H Camp was held at Camp Farrar, Virginia Beach with three counties represented in our camp group from the 12 participating counties. Quotas were set for each county. Applications were accepted with the following regulations. (1) That the club member be 12 years of age unless exception was made and (2) that their record books and projects be up to date. Among some of the camp activities was handicraft including finishing stools, hammered aluminum trays, plastic weave and looper weave. In addition program planning and supervised recreation were stressed.

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7- 4-H Picnic

A county-wide 4-H picnic was held in June. Swimming and recreational games were enjoyed, followed by the picnic at which lemonade was served. Approximately 300 club members and their parents attended.

8- County Council

The Norfolk County 4-H Council held three meetings at which they made plans for Rural Life Sunday, National 4-H Club Week, 4-H Short Course, 4-H Picnic and the 4-H Achievement Day. They set up goals for each club and provided prizes. A girls club and a boys club plaque were awarded to the most outstanding clubs.

9- Achievement Day

Achievement Day was held during the month of November. Each club made an exhibit and placed it on display. They were judged and ribbons were awarded. The program was presented by 4-H members with a guest speaker, Franklin Wilson, an I.F.Y.E. student who spoke on his stay in Lebanon. Awards amounting to nearly \$500.00 were made for outstanding project work during the year by sponsors of the various projects.

V EVALUATION

Extension work has continued to make progress in Norfolk County. It is based upon sound programs which were set up to benefit local people and most of them carry their support.

Work with our youth primarily through the 4-H clubs has shown excellent progress and continues to grow. More interest on the part of parents and additional sponsors for the various projects has helped greatly in raising the standards of 4-H club work and in the expansion of the work. Additional improvement can be brought about through strengthening the work of local leaders and by having a greater number of members complete their project work. The idea of setting up specialty projects which involve more finances and closer supervision and using some of the less complicated projects as prerequisite work has benefitted 4-H club work in the county.

The effect of the 4-H baby beef project which is sponsored by the Portsmouth Chamber of Commerce as a promotional project to increase livestock production in the area can be seen in the county. Many farmers have purchased beef cattle- some for breeding purposes.

or cow and calf production and others have purchased feeder stock. Most of them are trying to learn more about their care and management and how to feed them from the farms. This project has focused attention to the production of beef cattle more than anything that could have been undertaken. This gradual change to a new enterprise indicates a healthy condition, especially since the change involves a considerable sum of money including fences, water, feed, pastures and the initial purchase of stock.

In addition to the promotion of beef cattle, practically every civic organization and many other individuals in Portsmouth have become familiar with 4-H club work through individually sponsoring a 4-H club member and his calf.

With drainage being improved an approximately 60% of our poorly drained soils, we feel that the local farmers are making real progress in fighting their number (1) problem - drainage. Farmers who have gone to the expense of draining their farms feel that it has paid in increased production and these farms stand as demonstrations to other farmers. At present most of the available equipment has been contracted for by farmers for several months in advance and more work needs to be done than the equipment can accomplish.

Farmers of the county should feel they are particularly fortunate to have an organization which has planned and supervised such valuable programs for them as the County Farm Bureau has undertaken. The directors have planned carefully and given considerable time to these programs which accounts for their success.

The promotion and sponsorship of the various youth programs and projects by business and civic organizations is very gratifying. This increased interest and support certainly challenges our youth to greater accomplishments as well as the Agents.

Better markets, better advantages for our farm youth, better home makers, a more diversified type of farming and better relations between town and country folk all add up to better living on farms in Norfolk County.

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

## COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is for use by county extension agents in making a combined statistical report on all extension work done in the county during the year. Agents resigning during the year should make out this report before quitting the service.

State Virginia County Norfolk

### REPORT OF

<u>Mrs. Mildred A. Brady</u> (Name) Home Demonstration Agent	From <u>Dec. 1, 1950</u> to <u>Nov. 30, 1951</u>
<u>Mrs. Helen Simpson</u> Assistant Home Demonstration Agent	From <u>March 15, 1951</u> to <u>Nov. 30, 1951</u>
<u>Mrs. Barbara Hall</u> Asst. Home Econ. Club Agent	From <u>Dec. 1, 1950</u> to <u>March 15, 1951</u>
Assistant County Agent in charge of Club Work	From _____, 19____ to _____, 19____
<u>L. S. Wilkins</u> Agricultural Agent	From <u>Dec. 1, 1950</u> to <u>Nov. 30, 1951</u>
<u>George W. Walker, Jr.</u> Assistant Agricultural Agent	From <u>Dec. 1, 1950</u> to <u>Nov. 30, 1951</u>



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

State

State Extension Director

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## INSTRUCTIONS RELATING TO THE PREPARATION OF THE COUNTY EXTENSION AGENT'S ANNUAL REPORT

The annual report may be filed as follows: extension worker should prepare a comprehensive annual report.

1. The annual report is an accounting to the taxpaying public of what the extension worker has accomplished during the year.
2. It is a record of the year's work set into type for ready reference in later years by the extension worker himself, or by his successors.
3. The annual report affords the extension worker opportunity to place his activities and accomplishments before superior officers, who form judgment as to which workers are deserving of promotion or best qualified to fill responsible positions when vacancies occur.
4. The inventory of the past year's efforts and accomplishments enables the extension worker to plan more effectively for the coming year.
5. An accurate report of his work is a duty every scientific worker owes to the other members of his profession.
6. Annual reports are required by Federal law.

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 office should be sent through the State extension office.

### NARRATIVE SUMMARY

A separate narrative report is desired from the leader of each line of work, such as county agricultural agent, home demonstration agent, boys and girls' club agent, and Negro agent. Where an assistant agent has been employed during a part or all of the year, the report of his or her work should be included with the report of the leader of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

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

A good narrative report should enable the reader to obtain a comprehensive picture of:

1. What was attempted—the program as outlined at the beginning of the year.
2. How the work was carried on—the teaching methods employed.
3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. Definite accomplishments, supported by objective evidence.
5. Significance of the year's progress and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
6. How next year's work can be strengthened and improved in light of the current year's experience.

The following suggestions are for those agents who wish to prepare a better annual report than the one submitted last year:

1. Read the definitions of extension terms on the last page of this schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various office sources.
5. Decide upon a few outstanding pieces of work to receive major emphasis.
6. Employ a newspaper style of writing, placing the more important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, circular letters, or other exhibits to illustrate successful teaching methods. Do not make the annual report a scrapbook.

### STATISTICAL SUMMARY

Where 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.

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum 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 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 program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (c)	4-H Club agents (d)	Agricultural agents (e)	County total (f)	
1.	Months of service this year (agents and assistants)	24		24	XXXXXX	
2.	Days devoted to work with adults	303		270	XXXXXXXXXX	
3.	Days devoted to work with 4-H Clubs, and young men and women (older youth)	258 1/2		226 1/2	XXXXXXXXXX	
4.	Days in office	238		289	XXXXXXXXXX	
5.	Days in field	323 1/2		309 1/2	XXXXXXXXXX	
6.	Number of farm or home visits made in conducting extension work	488		172	2151	
7.	Number of different farms or homes visited	171		58	246	
8.	Number of calls relating to extension work	(1) Office	174	661	835	
		(2) Telephone	857	3311	4168	
9.	Number of news articles or stories published	43		142	185	
10.	Number of bulletins distributed	782		1505	2287	
11.	Number of radio talks broadcast or prepared for broadcasting	13		39	52	
12.	Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number	10	16	26
		Total attendance	(b) Men	0	166	166
			(c) Women	273	0	273
		(2) 4-H Club and young men and women (older youth)	(a) Number	4	6	10
(b) Total attendance of leaders	28	42	70			
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	(1) Adult work	(a) Number	284	5	289
		Total attendance	(b)	4892	52	4144
			(2) 4-H Club and young men and women (older youth)	(a) Number	166	77
		(b) Total attendance	1342	1460	1802	
14.	Number of adult result demonstrations conducted	18		47	65	
15.	Meetings held at such result demonstrations	(1) Number	5	9	14	
		(2) Total attendance	74	150	224	
16.	Tours conducted	(1) Adult work	(a) Number	1	12	13
		Total attendance	(b)	150	139	289
			(2) 4-H Club and young men and women (older youth)	(a) Number	0	7
		(b) Total attendance	0	337	337	
17.	Achievement days held	(1) Adult work	(a) Number	1	1	2
		Total attendance	(b)	150	175	325
			(2) 4-H Club and young men and women (older youth)	(a) Number	1	5
		(b) Total attendance	350	2000	2350	

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.

<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.

<sup>3</sup> The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

<sup>4</sup> Do not count a single visit to both the farm and home as two visits.

<sup>5</sup> Do not count items relating to notices of meetings only.



EXTENSION ORGANIZATION AND PLANNING

33. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency of the county cooperating with the college in the management or conduct of extension work:
- (a) Over-all or general (1) Name Stafford County Farm Bureau (2) No. of members 18  
 (b) Agricultural (1) Name Stafford County Home Demonstration Council (2) No. of members 29  
 (c) Home demonstration (1) Name Stafford County 4-H Club (2) No. of members 75  
 (d) 4-H Club (1) Name Stafford County 4-H Council (2) No. of members 0  
 (e) Young men and women (older youth) (1) Name \_\_\_\_\_ (2) No. of members 0
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):  
 (a) Agricultural 45 (b) Home demonstration 82 (c) 4-H Club 67 (d) Young men and women (older youth) 0
35. Total number of communities in county. (See definition of a community, Item 1, on back cover.) (Do not include number of neighborhoods) 6
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. 6
37. Number of clubs or other groups organized to carry on adult home demonstration work. 24
38. Number of members in such clubs or groups. 503
39. (a) Covered under question 173. (b) Covered under question 185.
40. Combined with question 41.
41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.
- (a) Adult work (1) Men 75 (2) Women 192 (3) 4-H Club and work with young men and women (older youth) (1) Men 15 (2) Women 28 (3) Older club boys 4 (4) Older club girls 25

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service None
43. Number of members of such county agricultural planning group:  
 (a) Unpaid lay members: (1) Men \_\_\_\_\_ (2) Women \_\_\_\_\_ (3) Youth \_\_\_\_\_  
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men \_\_\_\_\_ (2) Women \_\_\_\_\_
44. Number of communities with agricultural planning committee (over-all planning) \_\_\_\_\_
45. Number of members of such community planning committees: (a) Men \_\_\_\_\_ (b) Women \_\_\_\_\_ (c) Youth \_\_\_\_\_
46. Was a county committee report prepared and released during the year? (a) Yes \_\_\_\_\_ (b) No Yes

	Extension organization and planning <sup>1</sup> (a)	County agricultural planning <sup>1</sup> (b)	Total <sup>1</sup> (c)
(1) Home demonstration agents	<u>243.5</u>	—	<u>243.5</u>
(2) 4-H Club agents	<u>33</u>	—	<u>33</u>
(3) Agricultural agents	<u>7</u>	—	<u>7</u>
(4) State extension workers	<u>2</u>	—	<u>2</u>
(1) County	<u>29</u>	—	<u>29</u>
(2) Community	<u>182</u>	—	<u>182</u>
	<u>1817</u>	—	<u>1817</u>

<sup>1</sup> Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b).

Include all work with adults, 4-H Club members, and young men and women (older youth)	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents.	—	—	—	—	—	—	—	—	—	—
(2) 4-H Club agents.	—	—	—	—	—	—	—	—	—	—
(3) Agricultural agents.	80	11	—	35	74	—	—	11	—	1
(4) State extension workers.	2	—	—	—	4	—	—	1	—	—
52. Number of communities in which work was conducted this year.	6	5	—	6	5	—	—	4	—	4
53. Number of voluntary local leaders or committeemen assisting this year.	22	10	—	22	15	—	—	8	—	—
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed.	600	25	—	150	25	—	—	25	—	25
(2) The use of lime.	400	45	—	40	125	—	—	65	—	—
(3) The use of fertilizers.	400	45	—	40	125	—	—	65	—	—
(4) Controlling plant diseases.	125	15	—	30	—	—	—	60	—	20
(5) Controlling injurious insects.	50	—	—	—	45	—	—	—	—	—
(6) Controlling noxious weeds.	60	—	—	—	45	—	—	—	—	—
(7) Controlling rodents and other animals.	25	45	—	—	10	—	—	—	—	—

Include all work with adults, 4-H Club members, and young men and women (older youth)	LIVESTOCK PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (7))							Other livestock
	Cattle	Horses and mules	Swine	Sheep	Poultry (including turkeys)	Other livestock		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
55. Days devoted to line of work by—								
(1) Home demonstration agents.	—	—	—	—	—	—	—	
(2) 4-H Club agents.	—	—	—	—	—	—	—	
(3) Agricultural agents.	49	149	30 1/2	31	—	24	—	
(4) State extension workers.	2	6	1	1	—	2	—	
56. Number of communities in which work was conducted this year.	6	6	6	6	—	6	—	
57. Number of voluntary local leaders or committeemen assisting this year.	8	15	4	3	—	5	—	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year.	1	—	1	—	—	—	—	
59. Number of members in such circles, clubs, or associations.	25	—	9	—	—	—	—	
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals.	—	—	—	9	—	—	—	
61. Number of farmers assisted this year in—								
(1) Obtaining purebred males.	3	18	9	25	—	—	—	
(2) Obtaining purebred or high-grade females.	15	25	9	40	—	—	—	
(3) Obtaining better strains of baby chicks (including hatching eggs).	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	
(4) Improving methods of feeding.	45	90	15	25	—	150	—	
(5) Controlling external parasites.	30	90	5	200	—	100	—	
(6) Controlling diseases and internal parasites.	—	—	—	250	—	150	—	
(7) Controlling predatory animals.	—	—	—	—	—	—	—	

1 Do not include rabbits, game, and fur animals, which should be reported under wildlife.

**CONSERVATION OF NATURAL RESOURCES<sup>1</sup>**

Include all work with adults, 4-H Club members, and young men and women (oldest youth)	Soil and Water (A)	Forestry (B)	Wildlife (C)
62. Days devoted to line of work by—			
(1) Home demonstration agents	—	—	—
(2) 4-H Club agents	—	—	—
(3) Agricultural agents	22	6	5 1/2
(4) State extension workers	2	1	—
63. Number of communities in which work was conducted this year	6	2	6
64. Number of voluntary local leaders or committeemen assisting this year	16	—	12

**Soil and Water—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use	150
(b) In the use of crop rotations	260
(c) With strip cropping	—
(d) In constructing terraces	—
(e) In grassing waterways or otherwise preventing or controlling gullies	—
(f) With contour farming of cropland	—
(g) In contouring pasture or range	—
(h) In the use of cover or green-manure crops	175
(i) In otherwise controlling wind or water erosion	—
(j) In summer-fallowing	—
(k) In making depth-of-moisture tests	15
(l) With drainage	150
(m) With irrigation	6
(n) With land clearing	15
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	70
(b) Assisted in arranging for farm-conservation plans this year	50
(c) Assisted in doing work based on definite farm-conservation plans this year	25

**Forestry—Continued**

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	—
(b) In making improved thinnings, weedings or pruning of forest trees	—
(c) With selection cutting	12
(d) With production of naval stores	—
(e) With production of maple-sirup products	—
(f) In timber estimating and appraisal	15
68. Number of farmers cooperating this year in prevention of forest fires	400

**Wildlife—Continued**

69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish	—
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	30
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	25
(d) With other plantings for food and protection in wild-life areas	40

<sup>1</sup> Include nature study.

### FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents	—	—	—
	(2) 4-H Club agents	—	—	—
	(3) Agricultural agents	—	11	2
	(4) State extension workers	—	—	—
71. Number of communities in which work was conducted this year	—	6	—	6
72. Number of voluntary local leaders or committeemen assisting this year	—	8	—	6
73. Number of farm-survey records taken during the year:	(a) Farm business	—	75. Number of farmers assisted this year—Continued.	
	(b) Enterprise	20	(e) In setting started in farming, or in re-location	—
	(c) Other	—	(f) With credit problems (debt adjustment and financial plans)	40
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	100	(g) In using "outlook" to make farm adjustments	35
	(b) General farm records	75	(h) With a farm-income statement for tax purposes	25
	(c) Enterprise records	20	(i) With farm-labor problems	40
75. Number of farmers assisted this year—	(d) In developing a farm plan only	35	(j) In developing supplemental sources of income	20
	(e) In developing a farm and home plan	60		
	(f) In analyzing the farm business	15		
	(g) In improving landlord-tenant relations and leasing arrangements	—		

### GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Prices and trade policies (prices, international trade, interests, trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land, zoning, tenure, land development, settlement, public-land management, etc.)	Public finance and taxation (taxation, loan, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustment, rural works projects, etc.)
	(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents	—	—	—
	(2) 4-H Club agents	—	—	—
	(3) Agricultural agents	—	—	—
	(4) State extension workers	—	—	—
77. Number of communities in which work was conducted this year	—	—	—	6
78. Number of voluntary local leaders or committeemen assisting this year	—	—	—	15
79. Number of tours conducted this year to observe economic and social conditions in various land use areas	—	—	—	2
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems	—	—	—	3
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)	—	—	—	—
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year	—	—	—	15

Include all work on farm adjustments conducted in cooperation with FMA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Includes all work with adults, 4-H Club members, and young men and women (older youth).	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and other	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents	—	—	—	—	—	—	—	—	—	—	—
(2) 4-H Club agents	—	—	—	—	—	—	—	—	—	—	—
(3) Agricultural agents	—	108	3	6	—	1	—	—	—	—	—
(4) State extension workers	—	3	3	—	—	—	—	—	—	—	—
84. Number of communities in which work was conducted this year.	—	6	6	6	—	6	—	—	—	—	—
85. Number of voluntary local leaders of committees assisting this year.	—	8	15	12	—	5	—	—	—	—	—
86. Number of new cooperatives <sup>2</sup> assisted in organizing during the year.	—	—	—	—	—	—	—	—	—	—	—
87. Number of established cooperatives <sup>2</sup> assisted during the year.	—	1	—	1	—	—	—	—	—	—	—
88. Number of members <sup>3</sup> in the cooperatives assisted during the year (questions 86 and 87)	—	125	—	125	—	—	—	—	—	—	—
89. Question discontinued	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
90. Number of farmers or families (not members of cooperatives) assisted during the year.	—	220	125	15	—	40	—	—	—	—	—
91. Question discontinued	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
92. Number of private marketing and distributing agencies and trade groups assisted this year.											5
93. Number of programs <sup>4</sup> pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year.											—
94. Number of marketing facilities improvement programs <sup>4</sup> participated in or conducted this year.											1
95. Number of marketing surveys assisted with or conducted this year.											1
96. Number of special merchandising programs <sup>4</sup> participated in or conducted this year.											—
97. Number of consumer information programs <sup>4</sup> pertaining to marketing and distribution participated in or conducted this year.											1
98. Number of programs <sup>4</sup> relating to marketing services and costs of distribution conducted this year.											—
99. Number of programs <sup>4</sup> relating to transportation problems conducted this year.											—
100. Number of programs <sup>4</sup> relating to the specific use of market information conducted this year.											1
101. Number of other marketing programs <sup>4</sup> conducted this year (specify)											—

<sup>1</sup> Includes livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.

<sup>2</sup> Where a cooperative association serves more than one county, include only the members living in the county covered by this report.

<sup>4</sup> Organized pieces of work.

### HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	45 1/2	6	—	—
(2) 4-H Club agents	—	—	—	—
(3) Agricultural agents	—	2	2	—
(4) State extension workers	2	—	1	—
103. Number of communities in which work was conducted this year	6	6	5	—
104. Number of voluntary local leaders or committeemen assisting this year	42	42	—	—

The House, Furnishings, and Surroundings—Continued	Rural Electrification—Continued
105. Number of families assisted this year in—	106. Number of ASSOCIATIONS organized or assisted this year to obtain electricity. (Report associations, not individual members)
(a) Constructing dwellings	107. Number of families assisted this year in—
(b) Remodeling dwellings	(a) Obtaining electricity
(c) Installing sewage systems	(b) Selection or use of electric lights or home electrical equipment
(d) Installing water systems	(c) Using electricity for income-producing purposes
(e) Installing heating systems	(d) Obtaining new or improved telephone service
(f) Providing needed storage space	<b>Farm Buildings—Continued</b>
(g) Rearranging or improving kitchens	108. Number of farmers assisted this year in—
(h) Improving arrangement of rooms (other than kitchens)	(a) The construction of farm buildings
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	(b) Remodeling or repairing farm buildings
(j) Selecting housefurnishings or equipment (other than electric)	(c) Selection or construction of farm-building equipment
(k) Improving housekeeping methods	<b>Farm Mechanical Equipment—Continued</b>
(l) Laundry arrangement	109. Number of farmers assisted this year in—
(m) Installing sanitary closets or outhouses	(a) The selection of mechanical equipment
(n) Screening or using other recommended methods of controlling flies or other insects	(b) Making more efficient use of mechanical equipment
(o) Improving home grounds	110. Number of farmers following instructions in the maintenance and use of mechanical equipment this year
(p) Planting windbreaks or shelterbelts	111. Number of gin stands assisted this year in the better ginning of cotton

**NUTRITION AND HEALTH**

Excludes all work with 4-H Club members, and young men and women (older youth)	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	2	1182	19	3
(2) 4-H Club agents	—	—	—	—
(3) Agricultural agents	—	—	—	—
(4) State extension workers	—	—	—	—
113. Number of communities in which work was conducted this year	7	6	2	2
114. Number of voluntary local leaders or committeemen assisting this year	—	1	51	8
115. Number of families assisted this year—				
(a) In improving diets				374
(b) With food preparation				305
(c) In improving food supply by making changes in home food production—				
(1) Of vegetables				—
(2) Of fruits				—
(3) Of meats				—
(4) Of milk				—
(5) Of poultry and eggs				—
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food				—
Note.—This total should not be less than the largest subitem.				
(d) With home butchering, meat cutting or curing				—
(e) With butter or cheese making				—
(f) With food-preservation problems in—				
(1) Canning				60
(2) Freezing				33
(3) Drying				—
(4) Storing				—
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving				65
Note.—This total should not be less than the largest subitem.				
(g) In producing and preserving home food supply according to annual food-supply budget				2
(h) In canning according to a budget				6
(i) With child-feeding problems				—
(j) In the prevention of colds and other common diseases				—
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				350
(l) With first aid or home nursing				—
(m) In removing fire and accident hazards				125
116. Number of schools assisted this year in establishing or maintaining hot school lunches				—
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				—

**CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE**

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents..... 2	128 1/2	—	13
	(2) 4-H Club agents..... —	—	—	—
	(3) Agricultural agents..... —	—	—	—
	(4) State extension workers..... 1	5	—	—
119. Number of communities in which work was conducted this year.....	1	6	—	6
120. Number of voluntary local leaders or committeemen assisting this year.....	—	92	—	4

**Home Management—Family Economics—Continued**

121. Number of families assisted this year—	
(a) With time-management problems.....	7
(b) With home accounts.....	1
(c) With financial planning.....	—
(d) In improving use of credit for family living expenses.....	—
(e) In developing home industries as a means of supplementing income.....	—
122. Number of home demonstration CLUBS, other consumer ASSOCIATIONS or GROUPS assisted this year with cooperative buying. (Do not report individuals):	
(a) Food.....	—
(b) Clothing.....	—
(c) Housefurnishings and equipment.....	—
(d) General household supplies.....	—
123. Number of families assisted this year through cooperative associations <sup>1</sup> or individually, with the buying of—	
(a) Food.....	—
(b) Clothing.....	—
(c) Housefurnishings and equipment.....	—
(d) General household supplies.....	—
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....	351
125. Number of families assisted this year with "making versus buying" decisions.....	—
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....	—

NOTE.—Individual families and groups assisted with selling problems should be reported in column (f) p. 9.

**Clothing and Textiles—Continued**

127. Number of families assisted this year with—	
(a) Clothing-construction problems.....	167
(b) The selection of clothing and textiles.....	386
(c) Care, renovation, remodeling of clothing.....	400
(d) Clothing accounts or budgets.....	11

**Family Relationships—Child Development—Continued**

128. Number of families assisted this year—	
(a) With child-development and guidance problems.....	—
(b) In improving family relationships.....	—
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year.....	—
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men.....	—
(b) Women.....	—
131. Number of children in families represented by such individuals.....	—

**Recreation and Community Life—Continued**

132. Number of families assisted this year in improving home recreation.....	—
133. Number of communities assisted this year in improving community recreation facilities.....	—
134. Number of community groups assisted this year with organizational problems, programs of activities, or meetings.....	—
135. Number of communities assisted this year in establishing—	
(a) Club or community centers.....	—
(b) Permanent camps.....	—
(c) Community rest rooms.....	—
136. Number of communities assisted this year in providing library facilities.....	—
137. Number of school or other community grounds improved this year according to recommendations.....	—

<sup>1</sup> The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.  
<sup>2</sup> Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

**SUMMARY OF 4-H CLUB BOYS' AND GIRLS' PROJECTS**

(One club member may engage in two or more projects. The sum of the projects is therefore greater than the number of different club members enrolled)

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn	16	—	15	—	25 Acres
139. Other cereals	1	—	1	—	5 1/2 Acres
140. Peanuts	—	—	—	—	— Acres
141. Soybeans, field peas, alfalfa, and other legumes	11	—	7	—	18 Acres
142. Soil and water conservation	—	—	—	—	— Acres
143. Potatoes, Irish and sweet	—	—	—	—	— Acres
144. Cotton	—	—	—	—	— Acres
145. Tobacco	—	—	—	—	— Acres
146. Fruits	—	4	—	—	— Acres
147. Home gardens	62	—	29	4	9 Acres
148. Market gardens, truck and canning crops	2	—	2	—	1 1/2 Acres
149. Other crops (including pasture improvement)	1	—	1	—	1 Acres
150. Poultry (including turkeys)	27	—	12	—	907 Birds
151. Dairy cattle	17	—	8	—	10 Animals
152. Beef cattle	40	3	40	3	43 Animals
153. Sheep	6	—	6	—	67 Animals
154. Swine	44	—	29	—	147 Animals
155. Horses and mules	—	—	—	—	— Animals
155a. Rabbits	6	—	2	—	99 Animals
156. Other livestock	—	—	—	—	— Animals
157. Bees	—	—	—	—	— Colonies
158. Beautification of home grounds	—	3	—	2	XXXXXXXXXXXXXXX
159. Forestry	—	—	—	—	— Acres
160. Wildlife and nature study (game and fur animals)	—	—	—	—	XXXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity, tractor	22	—	7	—	7 Articles made 25 Articles repaired
162. Farm management	—	—	—	—	XXXXXXXXXXXXXXX
163. Food selection, preparation, and/or baking	—	40	—	15	1211 Meals planned 605 Meals served
164. Food preservation. (Include frozen foods)	—	6	—	6	2276 Quarts canned
165. Health, home nursing, and first aid.	—	—	—	—	xx 221 Quarts frozen 1
165a. Child care	—	—	—	—	xx 99 Pounds frozen 1
166. Clothing	—	176	—	76	104 Garments made 59 Garments remodeled
167. Home management (housekeeping)	—	—	—	—	— Units
168. Home furnishings and room improvement	—	9	—	4	4 Rooms 23 Articles
169. Home industry, arts and crafts	—	—	—	—	— Articles
170. Junior leadership	26	17	21	17	XXXXXXXXXXXXXXX
171. All others	—	—	—	—	XXXXXXXXXXXXXXX
172. Total (project enrollment and completion)	291	262	180	131	XXXXXXXXXXXXXXX

<sup>1</sup> Enter frozen foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

127 (1949) (Including extension work membership)

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs (do not count the same club more than once).....	27
174. Number of different 4-H Club members enrolled.....	(a) Boys: 173 (b) Girls: 211
175. Number of different 4-H Club members completing.....	(a) Boys: 103 (b) Girls: 89
176. Number of different 4-H Club members in school.....	(a) Boys: 173 (b) Girls: 211
177. Number of different 4-H Club members out of school.....	(a) Boys: — (b) Girls: —
178. Number of different 4-H Club members from farm homes.....	(a) Boys: 124 (b) Girls: 57
179. Number of different 4-H Club members from nonfarm homes.....	(a) Boys: 50 (b) Girls: 154

Number of Different 4-H Club Members Enrolled:

By years	Boys		Girls	
	(a)	(b)	(c)	(d)
1st year	54	104		
2d	56	59		
3d	32	43		
4th	18	4		
5th	8	1		
6th	2	—		
7th	2	—		
8th	—	—		
9th	—	—		
10th and over	—	—		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—	
(a) Judging.....	20
(b) Giving demonstrations.....	86
(c) Recreational leadership.....	1
(d) Music appreciation.....	—
(e) Health.....	—
(f) Fire and accident prevention.....	—
(g) Wildlife conservation.....	—
(h) Keeping personal accounts.....	195
(i) Use of economic information.....	—
(j) Soil and water conservation.....	—
(k) Forestry.....	—
183. Number of 4-H Club members having health examination because of participation in the extension program.....	—
184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs.....	17

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)  
(Do not include work with 4-H Clubs)

The purpose of this section of the report is to bring together in one place all work done with young men and women (older rural youth), as defined in item 22 on back cover. It is recognized that some of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

A. Extension organized groups of young men and women:	
185. Number of such groups worked with during the year.....	2
186. Membership in such groups { (a) Number of different young men.....	29
(b) Number of different young women.....	29
187. Distribution of these members by school and marital status and age groupings. The sum of (1) a+b+c=the sum of d+e+f=186 (a). Also the sum of (2) a+b+c=the sum of d+e+f=186 (b).	

	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men.....	—	—	—	—	—	—
(2) Young women.....	—	—	29	—	6	23

188. Number of meetings these extension organized groups held.....	24
189. Total attendance at such meetings.....	304

B. Other groups of young men and women not organized by extension:	
190. Number of such groups assisted during the year.....	4
191. Number in such groups { (a) Different young men.....	25
(b) Different young women.....	—

C. Individual young men and women not members of groups "A" or "B":	
192. Number of different individuals assisted { (a) Young men.....	40
(b) Young women.....	23

D. Total number of young people worked with or assisted:	
193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") { (a) Young men.....	65
(b) Young women.....	54
194. Extension discontinued.....	—

\* All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.  
 † Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 14, minus duplications due to the same boy or girl enrolling on more than one subject-matter line of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.  
 ‡ Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

(Report here all work not properly included under any of the headings on preceding pages)

Include all work with adults, 4-H Club members, and young men and women (older youth)	Bees (6)	General-flier insects <sup>1</sup> (7)	All other work (8)
195. Days devoted to line of work by—			
(1) Home demonstration agents			52 1/2
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year			6
197. Number of voluntary local leaders or committeemen assisting this year			48
198. Question discontinued.			

COOPERATION WITH OTHER FEDERAL AGENCIES

The purpose of this report is to bring together in one place the cooperation given other Federal agencies working with the rural people of the county. It is assumed that all such work has been reported previously under appropriate problems of the farm or home.

	Assistance to Veterans (a)	U. S. D. A. Councils (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farm Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
199. Days devoted to line of work by—											
(1) Home demonstration agents										5	
(2) 4-H Club agents					2	6					
(3) Agricultural agents	2	7									
(4) State extension workers											
200. Number of communities in which work was conducted this year	5	6			6	6				6	
201. Number of voluntary local leaders or committeemen assisting this year	4	3			3	8				8	
202. Number of meetings participated in this year by extension workers	4	6			3	15				8	

<sup>1</sup> Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

## TERMINOLOGY

If extension reports are to convey the intended information, it is important that the terminology employed be that generally accepted by members of the extension teaching profession everywhere. Precise use of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

### DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.  
A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.  
A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.  
The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as outlined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
  - (1) Adoption of a recommended practice.
  - (2) Further improvement in a practice previously accepted.
  - (3) Participation in extension activities.
  - (4) Acceptance of leadership responsibility.
  - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. Extension work with *young men and women* shall apply in general to those who are primarily rural and approximately 18 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1949.)