

VIRGINIA

ISLE OF WIGHT COUNTY AGR.AGENT(NEGRO) ANNUAL REPORT 1942

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AM-6

REPORT FILES
EXTENSION WORK

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF VIRGINIA

VIRGINIA AGRICULTURAL AND MECHANICAL
COLLEGE AND POLYTECHNIC INSTITUTE
AND UNITED STATES DEPARTMENT OF
AGRICULTURE, COOPERATING

EXTENSION SERVICE

Isle of Wight County
Narrative Report of Farm Demonstration Work
December 1, 1941 - November 30, 1942

Woodrow Odom

Woodrow Odom

Local Farm Agent

12/23/42

Max Patterson
District Agent

COUNTY AGENT ANNUAL REPORT

NEGRO

Foreword

This report gives some of the activities sponsored, completed, and some of the methods used in during extension work among Negro Farmers in Isle of Wight county.

The agent traveled 10,965 miles in doing this work- visited 430 different farm homes- making 658 visits to these homes and farms to help my people better understand the extension program during the war crisis.

The following quotation from a letter received from Director Huteson explains the type of service that the agent has endeavored to render: " Every substantial advance in the progress of human society cost money and must be maintained by an increased earning capacity of the masses. Food and clothing are the first requirement. If the earning capacity of a people is only sufficient to supply these, progress is blocked and it is useless to insist upon better houses, more home comforts, better roads, better schools, or any upward step. The problem is, are the rural masses unwilling unable to provide the betterments which a progressive civilization demands? If unable, steps should be taken to increase the earning capacity of rural toilers; ---" statement from Dr. Knapp

Where there are those in each group that may be unwilling, the agent decided to try to see if farmers, generally, are not unable to have the type of farm and home life that a progressive civilization demands. A study of the statistics in this report will reveal that our problems as a group grow out of our economic position.

Example: In 1938, Mr. James Evans, R. F. D. #1, Carrsville, Va. was a tenant farmer. He was placed with the FSA as a tenant purchase client. Since that time, he has purchased some farm machinery cooperatively, bought a mule, bought furniture, and this year made a payment on his farm in February from the sale of hogs- made his regular payment, and another extra

payment of \$1000.00 on his farm. This was done even though a construction company destroyed almost two acres of his peanuts - while putting down a pipe line to transport water to Norfolk - and does not include any money received as damages. His land has been limed, he has it under winter cover, he had the agent treat 58 sheaves during the year his wife put up 204 quarts of fruit and vegetable and 36 quarts of meat. Some may wonder how it was done? The agent feels that this was accomplished by a liberal use of credit that this man was able to get until the FSA came into the county. He was willing - he was able, he has accomplished a degree of success. This man set this accomplishment as his goal - at the beginning of the year.

County Advisory Board

The board that is used to unify our activities is composed of 30 farm men and women from the various communities in the county. The later meetings were postponed because of the gasoline and rubber shortage in the county; nevertheless, as neighborhood leaders in their respective neighborhood, they are doing a fine job in informing farmers of the various war programs.

Community Improvement Work

The Community Live at Home Work made more progress this year than it has in the past. Four farmers were assisted in securing work stock, a sorghum mill was placed in the community, one home was painted, one purchased by the FSA, and three persons purchased pressure cookers.

Community Clubs

Six clubs were organized in Livy Neck, Trinity, Godwin, Windsor, Ebenezer, and Mitchells communities. These clubs met regularly to get information regarding agriculture's part in Winning the War. Other meetings were held periodically in Christian Home, Holly Grove, Zuni, Gay, Carrsville, Camptown, Carrollton, and Luddy Fork communities to get ever vital information to farmers.

A Comparative Study In Statistics

Population:	(1930 Census)	-----	13,409
Percentage White	"	-----	48.3%
"	Negro	-----	51.6%
"	Foreign White		2%
All Farms in county	(1940 Census)	-----	1,248
White	"		832
Non-white	"		416
Full owners (Negro)	"	-----	139
Full owners	"	June 1, 1935	109
Part owners	"	1940	54
"	"	Jan. 1, 1935	74
Tenants	"	1940	223
"	"	Jan. 1, 1935	281
Croppers	"	1940	82
"	"	Jan. 1, 1940	89

Negro farmers represent one-third of the farmers in the county and work 23% of the farm land. (all figures for Negroes)

Full owners have	9,282	acres	of	land	(1940 Census)
Part owners have	2,843	"	"	"	"
Tenants work	14,381	"	"	"	"
Croppers	4,386	"	"	"	"

Average valuation of lands and buildings (Negroes)		Buildings also
Owners	\$1945.00	\$812.00
Part owners	1898.00	695.00
Tenants	1950.00	685.00
Croppers	1910.00	681.00

Average comparative value (White)	\$4634.00	(Land and buildings)
" (Negro)	1963.00	"
" (White)	1875.00	buildings
" (Negro)	730.00	"
" (White)	385.00	implements and mach.
Figures from 1940 census (Negro)	103.00	"

Food for Freedom Work

Napoleon's quotation - "An army marches as much on its stomach as it does on its feet" - was used to get farmers to see the need for greater emphasis on food production this year than they have in the past. The Victory Garden campaign was launched early in the Spring by meetings held in each of the magisterial districts in the county. This campaign was followed by sending out and passing out sheets prepared each month by the vegetable garden specialist in Blacksburg - Mr. Dietrick. The agent's work in connection with this phase of the program consisted in making variety, fertilizer, controlling insects and diseases, and in trying to get farmers to grow each of the groups of vegetable - root, fruit, and leafy vegetables. Farmers were also advised to grow at least one additional vegetable in their garden this year

Example: Mr. Lloyd Hawks, R.F.D. #2, Windsor, Va. had been growing carrots in his garden because he was asked to do so but didn't eat this vegetable. One day he thought he would try eating one. He did and found that it was much better than he thought. Ever since this trial, he and his family have relished this vegetable. At a meeting in his community he was asked to relate the above experience - several of the farmers present decided to try this vegetable out. The lesson that the agent tried to get over in this experience is that we never know what we like until we have given it a fair trial.

Eighty one men and women leaders assisted the agent in getting this program over in 14 communities in the county. It is hoped that these leaders as they become better trained will aid the agent immensely in securing data from the farmers who participate.

These garden meetings also served as opportunities to get farmers to consider the merits of a balanced diet. The illustration of the oneness of our diets was used to a very great advantage and also to encourage them to can in times of plenty for times of scarcity. The illustration follows:

We eat garden peas every day - two or three times a day until they are gone. Then we eat cabbage and white potatoes until our Summer garden comes into bearing - then we eat "like kings".

only to find ourselves drift back into the oneness of turnip salad after frost. & to gouge ourselves with meat during the "hog killing" seasons. The illustration seemed humorous to those in attendance; nevertheless they admitted that it was true. The men were then asked to furnish pressure cookers, glass jars, and to plant more varieties or kinds of vegetable so that their wives would not have to cook the same dish too many times in the season of plenty.

Over 225 persons were reached through this effort - and some kind of preservation was reported - either canning or drying.

Ten pressure cookers came into the county on Negro farms making the total to date in the county thirty-six in twelve communities over the county. Arrangements were made for the white home demonstration agent to give drying demonstrations in some communities that canning activity had not gained a foothold as it had in some other communities.

Example: (The first report from a Neighborhood leader on canning)

	Half Gals.	Quarts	Dried
Tomatoes	1	17	
String beans	16	82	
Corn		21	
Lima Beans		44	
Squash		10	
Peaches		207	12#
Pears	4	83	
Apples		110	12#
Berries		34	
Preserves	2	12	
Pickle		23	

In each of the ten persons surveyed, gardens varied from 3 to 7 vegetable for fall and winter use.

Report submitted by Mr. Joseph Hawkins
Christian Home neighborhood

Even though these figures are not large, they give the agent a cue on which to work during the year of 1943 - particularly in getting them to can more tomatoes in the future.

Sorghum Making Work

Several years ago farmers in the county made molasses but as the older farmers died out and the mills wore out, it became almost non-existent. Some farmers tried growing sorghum and carrying it to mills in Nansemond county but the venture proved too costly to be continued.

Mr. Walter Clarke, R.F.D. #2, Ivor, Va., a leader in Godwin community asked the agent about the possibilities of getting a Sorghum mill set up in the county so as to supplement the rationing of sugar. This matter was taken up with the local FSA office and approved as a wise step - arrangements were made to meet with the six men who would be co-owners in such a Community Service Cooperative. The loan was drawn up and approved for both this mill and one that was to be placed in My community in the State Community Live at Home Program that is sponsored by the State Advisory Board.

After we were sure that the mills could be secured, ^a the circular letter (on page →) was sent to farmers in communities immediately adjoining the locations of the mills. Seed were secured through the FSA in Greenville county and sold for five cents per quart. Even though we were late getting started - twenty-five farmers planted varying acreages from $\frac{1}{2}$ acre to almost 2 acres. Others hesitated - to wait and see how it would turn out.

Since the agent had had no experience in setting up this type of a mill, assistance was asked - (through my district agent) - of the Ag. Eng. Dep't. of Hampton Institute. Mr. J. T. Smith and several of his students came over and assisted in making the furnaces and setting up the mills - two horse power mills. The farmers and agent completed the work.

Arrangements were made through Mr. M. P. Reid, county agent in Nansemond county to "tour" an established sorghum making plant on a

farm in his county. Thirteen farmers and the agent made the trip and gleaned enough information and experience to try their own molasses making.

Demonstrations followed at these mills under the supervision of some older farmers who had made sorghum molasses in a vat type cooker.

A survey of these mills reported to date revealed that 353 gallons of sorghum molasses was cooked. With more to be cooked later.

Lateness of planting, a relatively new crop to many farmers, seasonal difficulties - the drought, the early ripening of the peanut crop, and uncertainty about processing the crop were among the problems encountered in this endeavor; nevertheless the outlook for sorghum growing and the spread of mills appears to be very bright for the future as four communities have already asked about placing mills in the future.

A copy of a report from one mill follows:

R.F.D. #2, Box 52
Windsor, Va.
Nov. 18, 1942

Dear Mr. Odom

I am sending you the following list of sorghum that has been ground and cooked:

1. Mr. Thaddeus Joyner	7 gals.
2. Mr. Lloyd Hawks	18 "
3. Mr. A. Newby	28 "
4. Mr. Henderson Jones	23 "
5. Mr. R. H. Tynes	45 "
6. Mr. Johnnie Ghelston	35 "
7. " C. B. Allmond	12 "
8. " M. K. Allmond	10 "
9. Mrs. B. L. Allmond	8 "
Making a total of	<u>186 gals.</u>

Yours truly,

Signed: Arthur Sherman Allmond

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EXTENSION SERVICE

P. O. Box 134
Smithfield, Va.
April 2, 1942

Keep this letter in a handy place

Dear Co-worker:

Because of the prospect of a sugar shortage on account of the war, plans have been completed to get two sorghum mills for making our own molasses. These mills are to be located on Mr. Moses Allmond's farm near Jones' Grove Church and on Mr. Walter Clarke's farm - near the Godwin School. As many of you have not grown this crop, the agent wishes to give you the following information:

1. Sorghum will grow on any well-drained soil that will produce a good crop of corn.
2. Sorghum should be planted from 2 to 4 weeks later than corn, as it is sensitive to frosts and cold weather.
3. Rate of seeding varies from 8 to 10 pounds per acre. One-fourth to one-half acre will produce enough molasses for the average family and there will be some left to sell.
4. In selecting a variety to plant, choose an early type like Early Amber - which matures in 60 days; Early Orange - which matures in 65 days - or, Sugar Drip - which matures in 70 days, so that the crop will be out of the way before Revivals begin.
5. Sorghum should be planted in rows 3 to 3½ feet apart and drilled from 4 to 6 inches apart. Do not plant as deep as corn.
6. Sorghum requires from 200 to 400^{lb} of 4-12-4 fertilizer per acre in row at planting time (same as fertilizing corn).
7. It should be harvested when seed are in the hard dough stage.

Sorghum may be used for sirup, or molasses, fodder, and as feed for hogs.

For additional information, see the colored county agent.

Very truly yours,

Woodrow Odom
Local Farm Agent

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Poultry

Where poultry has been stressed mainly as a source of meat and eggs in the past, increased emphasis was placed on it as a result of the war effort for increased poultry production. Over 13,000 day old baby chicks were ordered by 125 farmers that reported. 35 of these farmers were assisted directly by the agent - who ordered 3500 baby chicks for them. The agent saved them a trip to Norfolk, Suffolk, or Newport News to purchase their chicks, and \$1.00 per hundred on the chicks ordered (the firm makes this concession to county agents and vocational teachers). These orders ranged from orders of 50 to 600 baby chicks. 40 farmers were assisted through FSA - which purchased over 5000 chicks. The other 50 farmers ordered their chicks from advertisements in farm magazines.

Meetings were held in 14 communities to get farmers to see the need for feeding a balanced ration to their flocks. The price of eggs enabled them to purchase more commercial feed than they have in the past. The illustration used to get this work over was as follows:

The question was asked as to what was an egg made out of? Farmers gave many different answers. The agent then used the following example: An egg is composed of 66 % water; 13 % protein; 10 % fat; and about 11% lime. Farmers were asked where did this come from in the rations that they were feeding as a hen cannot lay 'part of an egg'. They were also told that their hens lay most eggs in the spring - when eggs are cheap and bugs are plentiful - and in the hog killing season when meat scrap is plentiful. In some visits in these communities, oyster shells and laying mash was seen on many farms.

Several farmers reported enlarging their poultry houses to take care of a larger number of hens. Four built some sort of brooder house, and 1 brick brooder was installed.

Additional work with poultry included: 50 farmers assisted with controlling external parasites - lice and mites; 25 were assisted in recommendations for controlling roup, worms, pox and coccidiosis; culling demonstrations were staged in 7 communities to cull out unproductive hens, and to select pullets for laying purposes.

Hogs:

71 calls were answered to treat 1420 hogs against hog-cholera and swine plague as compared with 39 calls to treat 839 hogs in 1941. 20 of these farmers had not had their hogs treated since the agent came into the county in 1938. The opportunity afforded by this service was used to get over the lessons on parasite control, a well balanced ration, and selecting breeding stock. Several farmers seized this opportunity to oil their hogs or to have the agent put down phenothiazine for controlling worms, and cut potential gilts ear to save them for breeding purposes.

The increased demand for pork and the good pork prices that prevailed was stressed to farmers who had hogs that they could finish off early as a gesture of economy as well as helping the war effort. The policy in the past has been to hold hogs off until they could "glean" the fields - soybeans and peanuts. These farmers were advised to feed a protein supplement along with their corn and pasture in order to grow these hogs off faster than previously.

Mr. Roy Picott, R. F. D. #1, Carrsville, Va., traded corn for two bags of 40% protein supplement and reported at the Mitchell Club meeting that these hogs grew off faster than any hogs that he had ever raised.

Mr. James Evans, R. F. D. 1, Carrsville, Va., sold two lots of hogs and purchased a stove for his wife and made a payment on his farm.

A drive to get farmers to economize in their lard making netted 3 combination lard presses and sausage stuffers - bringing the total in the county to 4 on Negro farms. Two of these presses were purchased by the Godwin and Trinity Community Clubs the other was purchased by one farmer in another community. The savings in pressing lard from the "cracklings" along has paid these people for their investment. It is hoped that at least one press will be placed in each community in the future.

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Crop Production

In order to produce crops economically, farmers must have sufficient efficient machinery. Farmers were faced with the problem of having their land disced in 1938 with two tractors on colored farms in the county. Many of them made the remark that they didn't see why their land was not more productive than it was. Farmers were pointed out successful farmers in their communities - white and colored and asked how they carried on their farming operations. Seizure of the financing of tractors by the FSA started the flow of tractors on colored farms in the county. In 1942, there are 19 tractors and two improvised tractors serving 26 farms - scattered over the county in 12 communities. Seven of these tractors, came on colored farms this year - four of which are new tractors and three are good used tractors.

Peanut Production

The statement above made possible the educational work in connection with the peanut for oil work in connection with the war ^{effort.} work

The demand for workers in defense jobs in the Hampton Roads area made farm labor almost a thing of the past. The selective service draft made its inroads on the available labor supply - many farmers left their farms for so-called better paying jobs in defense plants. We were asked to get farmers to double their peanut acreage - this is a difficult thing to do because of the size of our farms; nevertheless ^{were} we able to get a good job in getting farmers to carry ^{out} this phase of the program as they were advised to rent land that would otherwise have been idle in order to carry out the order.

Example: Mr. Morgan Clark, R. F. D. #2, Windsor, Va. had a large family, 5 work animals, and purchased a used tractor to get 85 acres in shape for planting peanuts. With the season as indifferent as it was, it would have been impossible for him to get himself in "shape" to plant, cultivate and house his crop, if it had not been for his tractor.

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Fertilizer recommendations were given to farmers who expressed surprise at the amount of peanut they had on the vines at digging time. Other tenants were advised to use a 6% potash lime on their crops since their land was badly in need of lime and recommendations carry both a lime and fertilizer recommendation.

Soybeans for Oil

Difficulty was encountered in advancing this phase of the program as farmers found it almost impossible to get their beans harvested. Where farmers could secure the services of a harvester, they were advised and urged to plant this crop. These farmers were given the recommended analysis of fertilizer - 0-14-6 and had good results; nevertheless some of them have beans "shattering" in the field because of the lack of facilities to harvest same. If many of these tractors had been paid for, the agent would have advised farmers to purchase harvesters but trying to keep them from going too heavily in debt, the agent refrained from even suggesting this.

Soybeans for Hay:

In order to supplement their hay and fodder, farmers were advised to plant soybeans for hay. Most of these farmers broadcast their beans and cut it for hay. If they had not done this, their feed would have "run short" as very little fodder was saved.

Corn:

In addition to fertilizer recommendations and cultural practices, the agent was successful in getting five farmers to plant hybrid corn. Even though the season was not so good on any corn - especially late corn, these farmers were sufficiently pleased with Tenn. #15, and Funk's G135 to give these varieties another chance next year. It is hoped that more demonstrations will be held during 1943.

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Rural Welfare

The work in connection with rural welfare included meetings and talks regarding the value of paying off judgements, back taxes, making such improvements around the home as screening, fixing up porches, buying farms, or paying off existing mortgages. Stress was placed on the need for health examinations, the need for attending T. B. clinics, etc.

A very outstanding feature of this type of service was in a program in which Mr. R. A. Edwards clerk of the county was the principal speaker. His talk centered around county and State laws and procedures regarding real and personal property. There were 125 men and women present at this meeting and Mr. Edwards explained the need for making wills, how they should be made, the procedures to follow when a person dies with a will, the way an estate is handled when no will is made, and how estates are handled by the county. Mr. Edwards was asked to appear on this program because many estates are left in such a bad shape that no one reaps any benefit from the labor of the deceased. He further stated that not only did colored people need this type of meeting but white people also.

Another feature on this series of programs was educational work toward a consciousness of cooperatives for farmers in Isle of Wight county for purchasing and selling farm supplies, equipment, and produce. Mr. S. A. ^{Rosen} Rosenberg of Hampton Institute was the speaker for the occasion. The rationing program prevented following up this program. Additional work was done in getting farmers to see the need for breaking down the secrecy with which they have handled their business. To put more confidence in their wives by letting them know more of their important business.

Work in Cooperation With Other Agencies

A. A. A. and Soil Conservation:

The "grant of aid" feature was stressed as a source of getting farmers to get lime and crimson clover seed. The latter feature was stressed in order to offset nitrogen shortage in 1943.

Because of the rotation practiced generally in the county a two year rotation- peanuts and corn, it is difficult to get clover seeded before the peanut crop is harvested; nevertheless demonstrations were given on inoculating seed as clover has not been grown to any appreciable extent. As a result of this drive more clover has been seeded on colored farms in the county than has ever been seeded.

The white agent called the agent in after he had placed the order for the seed, stating that he didn't know whether he had done wrong or not, he was assured that he would not be left ~~holding~~ ^{with} the seed on his hand. A result of this cooperation- two supplemental orders were made and still some farmers would like to have gotten seed.

Farm Security Administration:

Ten farmers were assisted with getting loans through this organization to purchase team, tools, fertilizer and provisions to finance their crops for victory.

Example: Mr. Otis Talliaferro, R. F. D. #2, Ivor, Va. came to the agent late in the fall of 1941. At that time he was working on a farm for \$8.00 per week. He had eight children- the oldest of whom was 13 years old. He decided to make a change and came to see what the agent had to offer. His case was taken up with the FSA officials in Suffolk and they instructed that this man see if he could get a farm to work on half-shares. He was unable to find such a farm, but was able to get a small farm on a one-third - - two-thirds basis. Since this man had nothing except his household effects, a few hogs, and his family. We were able to get a loan to cover the following items: hay, corn, a horse, cow, pressure cooker and jars, a used sewing machine (from the WPA sewing rooms), a hog to kill, fertilizer, and groceries. Since this man was to move into a relatively new community, several of the leaders were asked to follow a "good neighbor" policy and share with this man and his family - the response was gratifying - he was given vegetable and fresh meat to "tide" him over until his check came down. The agent has set-up as a goal for this farmer - a future "I.P." client.

Selective Service Work:

Farmers and other parties concerned were assisted in filling out 183 Selective Service questionnaires as an Associate member of the Local Advisory Board. Many of these questionnaires were filled out in full because of the inability- in some cases, of the applicant to write. Information was given farmers relative to the various Drafts and, in one case, assistance was furnished one young man who failed to register in the last registration.

Work of this nature was done at the office, in my home, and while in the field- at hours that would best fit those who asked for this service- so as to keep defense workers from losing a day, or farmers to lose a half-days work- with labor so much needed for the successful prosecution of the production program under the war effort.

O. C. D. , Red Cross and Rationing:

The agent was asked to serve as the Negro Advisor on the Isle of Wight county O. C. D. council- to assist the county Director in getting more active participation from the colored citizens in the county.

Example: At the request of the Director of the county's O. C. D. a First Aid class was conducted and completed in April- 70 persons enrolled and 50 completed. The class was taught by a local white physician- Dr. Hugh Warren- who seemed very much pleased with the response of the colored citizens of the county. and ask the

Red Cross Work:

The agent was asked to help organize the county for the supplemental Red Cross drive to help raise the allotted \$2000.00 asked of the county. Mr. F. D. Wrenn, a local citizen was assigned the chairmanship for the colored citizens of the county. Seven Sundays were used to contact twelve churches. The agent assisted in getting out letters to other churches that could not be contacted before the termination of the drive. The colored citizens raised \$328.16 toward the effort and the county went over its assessment.

Rationing:

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Since many of my people don't have radios, or take newspapers, the agent sought to acquaint them with the procedures involved in the rationing of sugar, gasoline, tires, canning sugar, rubber boots, coffee and oil- for lights and cooking. This service saved many trip to the Rationing board office that would have been expensive as well as an inconvenience to farmers who had only an "A" book for gasoline.

4-H Club Activities

Six 4-H clubs were organized in the county during the year in Trinity Ebenezer, Christian Home, Windsor and Mitchells communities. These clubs had a combined membership of 156 members- of which 87 were girls and 67 were boys; Of these members 131 completed their projects 78 girls and 53 boys.

These clubs met regularly but the attendance during the heavy farm work season was relatively short. Another problem that we were confronted with was the fact that many farm laborers moved their families from the communities to get defense work.

County Council

The county council is composed of 24 boys and girls from each of the clubs. Even though four meetings were to have been held, we were unable to hold but two such meetings- that served as meetings to unify our county-wide program for 4-H club activities. These meetings provided training meetings for each officer- handled by unpaid local leaders. A president, vice president section, a secretary section, a song and yell leaders section. Another section was devoted to training 4-H club leaders. We used interested teachers and Mrs. Odum and the agent served as instructors in their various sections.

Group action

As a feature for the observance of Negro Health Week- even though it was not held during the week but during the month of April - Three clubs staged a dental clinic. Dr. G. T. DeLoatch, a dentist in Suffolk Va. conducted the clinic- 23 4-H club members received either extractions or cleanings- two bad cases of tonsils were discovered and two parents took advantage of the clinic to have some dental work done- Several of the cases were so far advanced that the dentist asked that they come to his office; 75 4-H club members received instruction on the care of the teeth. This feature cost only a reduced rate to the children and proved to be a profitable adventure for the dentist.

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The leaders expressed a desire to hold annual Dental or health clinic in the future.

Projects Demonstrations

4-H Club members project consist of corn, peanuts, garden, strawberries, flowers, fat pig and poultry.

Corn: Eight boys enrolled and six completed the project. Their project consist of 5 $\frac{1}{2}$ acres, their yield 235 bushels- their income 235.00, expenses 125.00 leaving a profit of 110.00 on their project.

Example :

Robert Briggs, Windsor, Va. had an acre of corn as his project- he used seed from his fathers corn and fertilized his crop with 3000# 2-12-6 fertilizer and used 150#- top dressing(as nitrate of soda could not be obtained). His yield was 50 bushels- receipt 50.00 -expenses 25.00 his profit was 25.00.

Peanuts: Fourteen out of 18 boys completed this project- involving 14 acres of land. Their yield from their- profits was 20,314#- their income \$1436.00- their expenses 660.50; leaving a profit of \$775.50.

Example:

Ernest Picott, R. F. D. #1, Carraville, Va. had 1 $\frac{1}{2}$ acres in peanuts- his yield was 2306#- leaving a net profit of \$100.00 .

One member planted watermelons and strawberries, the drought early in the season made the results negligible.

Poultry: Sixteen boys and 53 girls enrolled in this project; 14 boys and 46 girls completed these projects ranging in number of birds from 5 to 259. These profits contained 1060 birds with a valuation of \$795.00 Expenses \$477.00---profit \$318.00.

Example :

Vivian Allen R. F.D.#2 Windsor, Va. was asked to handle the home flock as her project. She had 259 Barred Rock, Plymouth Rock chickens in her project. Her receipts were \$259.00, her expenses \$158.00 leaving a

profit of \$100.00 18

Garden : These projects were used in connection with the Victory Garden Program. 33 members enrolled and 29 completed; they were advised to use the garden as a development to the "food for freedom work".
Hogs: 18 members enrolled and 14 completed. With 14 animals the total estimate receipts were \$350.00-- total expenses \$210.00-- total profit \$140.00.

Flowers : Seven members enrolled six completed. (all girls) in this project. They did much to landscape or have a bed for cut flowers in the community.

General: Parents are beginning to be more considerate in giving their boys more income from their profits. The agent has been asked to help figure out their sons part.

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 Isle of Wight

REPORT OF

(Name) Home Demonstration Agent. From _____ to _____ 194__

Assistant Home Demonstration Agent. From _____ to _____ 194__

I-H Club Agent. From _____ to _____ 194__

Assistant County Agent in charge of Club Work. From _____ to _____ 194__

Woodrow Odom From Dec. 1, 1941 to Nov. 30, 1942

Agricultural Agent. From _____ to _____ 194__

Assistant Agricultural Agent. From _____ to _____ 194__



READ SUGGESTIONS, PAGES 2 AND 16

Dec. 17/42

John A. Patterson
District Agent

Approved:

Date _____

State Extension Director.

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

So good reasons may be listed as to why an 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 put into shape 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 judgments 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 booklet.
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. Common types 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 (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)				12	XXXXXXXXX
2. Days devoted to work with adults ³				225	XXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ³				73	XXXXXXXXX
4. Days in office ³				64	XXXXXXXXX
5. Days in field ³				237	XXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁴				658	658
7. Number of different farms or homes visited				430	430
8. Number of calls relating to extension work		(1) Office		11	11
		(2) Telephone			
9. Number of news articles or stories published ⁵					
10. Number of bulletins distributed				270	270
11. Number of radio talks broadcast or prepared for broadcasting				14	14
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number		14	14
		Total attendance of:			
		(b) Men leaders		192	192
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader or training meetings reported under Question 12)	(2) 4-H Club and older youth	(a) Number		143	143
		Total attendance of:			
		(b) Leaders		2	2
(1) Adult work	(a) Number	(a) Number		31	31
		(b) Total attendance		59	59
		(b) Total attendance		561	561
(2) 4-H Club and older youth	(a) Number	(a) Number		19	19
		(b) Total attendance		308	308
		(b) Total attendance			
14. Number of adult result demonstrations conducted				3	3
15. Meetings held at such result demonstrations	(1) Number	(1) Number		1	1
		(2) Total attendance		8	8
16. Tours conducted	(1) Adult work	(a) Number		2	2
		(b) Total attendance		17	17
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			
17. Achievement days held	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
⁴ Do not count a single visit to both the farm and home as two visits.
⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)	
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number					
		(b) Total members attending					
		(c) Total others attending					
	(2) 4-H Club and older youth	(a) Number					
		(b) Total boys attending					
		(c) Total girls attending					
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number			39	39	
		(b) Total attendance			754	754	
	(2) 4-H Club and older youth	(a) Number			1	1	
		(b) Total attendance			75	75	
	20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number			5	5
			(b) Total attendance			62	62
(2) 4-H Club and older youth		(a) Number			15	15	
		(b) Total attendance			230	230	

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of previous items column minus duplications due to two or more agents participating in same activity or accomplishment.
³ Does not include picnics, rallies, and short courses, which should be reported under question 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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 a conservative estimate based upon such records, surveys, and other sources of information as are available will be satisfactory.

21. Total number of farms in county (1940 Census)	416
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	400
23. Number of farms involved in preceding question which were reached this year for the first time	75
24. Number of nonfarm families making changes in practices as a result of the agricultural program	200
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	
26. Number of farm homes involved in preceding question that were reached this year for the first time	
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	
28. Number of other homes involved in preceding question that were reached this year for the first time	
29. Number of farm homes with 4-H Club members enrolled	101
30. Number of other homes with 4-H Club members enrolled	15
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	416
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	200

EXTENSION ORGANIZATION AND PLANNING

33. County extension association or committee (includes agricultural council, home demonstration council, and 4-H council or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):

(a) Over-all or general (1) Name County Advisory Board (2) No. of members 30
 (b) Agricultural (1) Name County Council (2) No. of members 39
 (c) Home demonstration (1) Name County Council (2) No. of members 39
 (d) 4-H Club (1) Name County Council (2) No. of members 39
 (e) Older youth (1) Name _____ (2) No. of members _____

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
 (a) Agricultural 3 (b) Home demonstration _____ (c) 4-H Club _____ (d) Older youth _____

35. Total number of communities in county _____ (1) Name _____ (2) No. of members _____

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. _____

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

38. Number of members in such clubs or groups. _____

39. Number of 4-H Clubs. (Same as question 17a, page 14) 6

40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 18a, page 14) _____

41. Number of different voluntary local leadership committees actively engaged in forwarding the extension program:
 (a) Adult work _____ (1) Men 35 (2) Women 90 (b) 4-H Club and older youth work _____ (1) Men 3 (2) Women 15 (c) Older club boys _____ (d) Older club girls _____

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (and use planning or over-all planning) group, if any, sponsored by the Extension Service Co. Advisory Board.
 (a) Unpaid lay members: (1) Men 42 (2) Women 85 (3) Youth 4
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 15 (2) Women _____ (3) Youth _____

43. Number of communities with agricultural planning committee (and use planning or over-all planning) _____ (a) Men _____ (b) Women _____ (c) Youth _____ (d) No. _____

44. Number of members of such community planning committees: (a) Men _____ (b) Women _____ (c) Youth _____ (d) No. _____

45. Was a county committee report prepared and released during the year? (a) Yes _____ (b) No _____

46. Days devoted to line of work by: (1) Home demonstration agents _____ (2) 4-H Club agents 19 (3) Youth _____ (4) Agricultural agents _____ (5) State extension workers _____ (6) County _____ (7) Community _____

47. Number of planning meetings held: (1) County 3 (2) Community 12 (3) Youth _____ (4) Older club boys _____ (5) Older club girls _____

48. Number of unpaid voluntary leaders or committeemen assisting this year: _____ (1) County 3 (2) Community 12 (3) Youth _____ (4) Older club boys _____ (5) Older club girls _____

49. Days of assistance rendered by voluntary leaders or committeemen: _____ (1) County 125 (2) Community 250 (3) Youth _____ (4) Older club boys _____ (5) Older club girls _____

50. Days of assistance rendered by voluntary leaders or committeemen: _____ (1) County 125 (2) Community 250 (3) Youth _____ (4) Older club boys _____ (5) Older club girls _____

51. When extension program planning and county agricultural planning (and use planning or over-all planning) have been jointly conducted in a single program of planning activity only column (a) should be filled out. Where extension program planning is the only planning activity, the entries in columns (b) and (c) will be identical. In all other cases column (b) is the sum of columns (d) and (e).

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and other youth	Corn	Wheat	Other cereals	Legumes	Pasture	Cotton	Tobacco	Potatoes and other vegetable	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	10		4	5		3				10
(4) State extension workers										
52. Number of committees in which work was conducted this year	14		10	14		10				14
53. Number of voluntary local leaders or committeemen assisting this year	35		25	35		30				
54. Number of lines aided this year in—										
(1) Obtaining improved varieties or strains of seed	10					5				
(2) The use of lime										
(3) The use of fertilizers	125		35	50		45				78
(4) Controlling plant diseases						10				175
(5) Controlling injurious insects						30				
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and other youth	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents				34		15	
(4) State extension workers							
56. Number of communities in which work was conducted this year				14		14	
57. Number of voluntary local leaders or committeemen assisting this year				75		60	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males				5			
(2) Obtaining purebred or high-grade females				35			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	35	XXXXX
(4) Improving methods of feeding				225		125	
(5) Controlling external parasites				225		50	
(6) Controlling diseases and internal parasites				125		25	
(7) Controlling predatory animals							

* Do not include rabbits, guinea, and fur animals, which should be reported under wildlife conservation.

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) 1
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	15		
(4) State extension workers.....	14		
63. Number of communities in which work was conducted this year.....	42		
64. Number of voluntary local leaders or committeemen assisting this year.....			

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	
(b) In the use of recommended crop rotations.....	
(c) With strip cropping.....	
(d) In constructing terraces.....	
(e) In grassing waterways or otherwise preventing or controlling gullies.....	10
(f) With contour farming of cropland.....	
(g) In otherwise controlling wind or water erosion.....	
(A) In contouring pasture or range.....	
(i) In the use of cover or green-manure crops.....	225
(j) In summer-fallowing.....	
(k) In making depth-of-moisture tests.....	
(l) With drainage.....	35
(m) With irrigation.....	
(n) With land clearing.....	10
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

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.....	
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	
68. Number of farmers cooperating this year in prevention of forest fires.....	

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife.....	
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1 Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc. (a)	Individual farm planning, adjustments, ¹ tenancy, and other management problems (b)	Farm credit (short and long time) (c)	Outlook information (d)
70. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers		12	8	
71. Number of communities in which work was conducted this year		10	10	
72. Number of voluntary local leaders or committeemen assisting this year		25	20	
73. Number of farm-survey records taken during the year: (a) Farm business (b) Enterprise (c) Other	63			
74. Number of farmers assisted this year in keeping— (a) Farm inventory (b) General farm records (c) Enterprise records				
75. Number of farmers assisted this year— (a) In developing a farm plan only (b) In developing a farm and home plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements	20 10			
76. Number of farmers assisted this year—Continued.				
(e) In getting started in farming, or in re-locating				6
(f) With credit problems (debt adjustment and financial plans)				5
(g) In using "outlook" to make farm adjustments				
(h) With a farm-income statement for tax purposes				10
(i) With farm-labor problems				
(j) In developing supplemental sources of income				35

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.) (a)	Land policy and programs (classification of land, zoning, tenure, land development, settlement, public-land management, etc.) (b)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.) (c)	Rural welfare (land-tenure relationships, part-time farming, problems of people in low-income areas, migration, population adjustment, rural works programs, etc.) (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				15
77. Number of communities in which work was conducted this year				14
78. Number of voluntary local leaders or committeemen assisting this year				80
79. Number of tours conducted this year to observe economic and social conditions in various land use areas				
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				15
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				4

¹ Include all work on farm adjustments conducted in cooperation with AAA 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

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Furnishing 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	6										5
(4) State extension workers											
84. Number of communities in which work was conducted this year	14										8
85. Number of voluntary local leaders or committeemen assisting this year	81										10
86. Number of new cooperatives ² assisted in organizing during the year											4
87. Number of established cooperatives ² assisted during the year											1
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)											39
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$430
90. Number of farmers or families (not members of cooperatives) assisted during the year	691										13
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$2000
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁴ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁴ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁴ participated in or conducted this year											
97. Number of consumer information programs ⁴ pertaining to marketing and distribution participated in or conducted this year											14
98. Number of programs ⁴ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁴ relating to transportation problems conducted this year											
100. Number of programs ⁴ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁴ conducted this year (specify)											

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.
² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.
³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and 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				
(2) 4-H Club agents				
(3) Agricultural agents	5		4	10
(4) State extension workers				
103. Number of communities in which work was conducted this year	5		9	10
104. Number of voluntary local leaders or committeemen assisting this year	10		15	25

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(e) Constructing dwellings	2
(f) Remodeling dwellings	6
(g) Installing sewage systems	
(h) Installing water systems	
(i) Installing heating systems	
(j) Providing needed storage space	3
(k) Rearranging or improving kitchens	2
(l) Improving arrangement of rooms (other than kitchens)	
(m) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	1
(n) Selecting housefurnishings or equipment (other than electric)	
(o) Improving housekeeping methods	
(p) Laundry arrangement	
(q) Installing sanitary closets or outhouses	5
(r) Screening or using other recommended methods of controlling flies or other insects	10
(s) Improving home grounds	
(t) Planting windbreaks or shelterbelts	

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	
107. Number of families assisted this year in—	
(a) Obtaining electricity	
(b) Selection or use of electric lights or home electrical equipment	
(c) Using electricity for income-producing purposes	10

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	16
(b) Remodeling or repairing farm buildings	10
(c) Selection or construction of farm-building equipment	

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	15
(b) Making more efficient use of mechanical equipment	25
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	45
111. Number of gin stands assisted this year in the better ginning of cotton	

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and other 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) 4-H Club agents				
(3) Agricultural agents	33	10		5
(4) State extension workers				
113. Number of communities in which work was conducted this year	14	14		6
114. Number of voluntary local leaders or committeemen assisting this year	81	81		12
115. Number of families assisted this year—				
(a) In improving diets				225
(b) With food preparation				
(c) In improving food supply by making changes in home food production				
(1) Of vegetables				225
(2) Of fruits				75
(3) Of meats				125
(4) Of milk				10
(5) Of poultry and eggs				125
(d) With home butchering, meat cutting or curing				25
(e) With butter or cheese making				
(f) With food-preservation problems				
(1) Canning				135
(2) Freezing				
(3) Drying				75
(4) Storing				60
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget				
(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.)				
(l) With first aid or home nursing				70
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				2
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				2

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and 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) 4-H Club agents.....				
	(3) Agricultural agents.....				3
	(4) State extension workers.....				
119. Number of communities in which work was conducted this year.....				10	
120. Number of voluntary local leaders or committeemen assisting this year.....				45	

Home Management—Family Economics—Continued

121. Number of families assisted this year—
- (a) With time-management problems.....
 - (b) With home accounts.....
 - (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 of—
- (a) Food.....
 - (b) Clothing.....
 - (c) Housefurnishings and equipment.....
 - (d) General household supplies.....
123. Number of families assisted this year through cooperative associations¹ 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).....
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 (j), page 9.

Clothing and Textiles—Continued

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

Family Relations—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 recreational facilities.....
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs.....
135. Number of communities assisted this year in establishing—
- (a) Club or assembly hall.....
 - (b) Permanent camp.....
 - (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.....

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 16.
² Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (d), 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	8		6		5	Acres
139. Other cereals						Acres
140. Peanuts	18		14		14	Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet	1		-			Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits	4		3		12	Acres
147. Home gardens	1	29	1	26		Acres
148. Market gardens, truck and canning crops	1		1			Acres
149. Other crops						Acres
150. Poultry (including turkeys)	16	53	14	46	1060	Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	18		14		14	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds		7		6	XXXXXXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity					{	Articles made
					{	Articles repaired
162. Farm management					XXXXXXXXXXXXXXXX	
163. Food selection and preparation					{	Meals planned
					{	Meals served
164. Food preservation						Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXXXXXX	
166. Clothing					{	Garments made
					{	Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement					{	Rooms
					{	Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership					XXXXXXXXXXXXXXXX	
171. All others					XXXXXXXXXXXXXXXX	
172. Totals (see footnotes 2 and 3, p. 14)	67	89	53	78	XXXXXXXXXXXXXXXX	

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Insects (a)	General-feder insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			3
(4) State extension workers			
196. Number of communities in which work was conducted this year			10
197. Number of voluntary local leaders or committeemen assisting this year			87

SUMMARY OF CONTRIBUTION TO WAR EFFORT

It is desirable to bring together in one place the sum total of extension contribution to the several broad areas of war effort. It is assumed that all such work has been reported previously under appropriate headings.

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)			25
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			5
(4) Other war work (including collection of salvage material)			5

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.

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Administration (d)	Surplus Marketing Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents		15		5		5	12			
(4) State extension workers										
200. Number of communities in which work was conducted this year		14		14		14	8			
201. Number of voluntary local leaders or committeemen assisting this year		81		86		86	16			
202. Number of meetings participated in this year by extension workers		15					8			

¹ 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. Frequent use of extension terms in 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.

DEMONSTRATIONS OR EXTENSION TOURS

1. A *demonstration* 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, tract 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 *project leader* 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 those days 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. Example: Demonstrations of how to can fruits and vegetables, mix spray materials, and soil 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. Example: 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 *form or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, improve, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 3 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 *form 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.
 - (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.
11. *Formers (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 *F-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. *F-H Club members completed* are those boys and girls who actually start the work outlined for the year.
14. *F-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 *offer 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 offer 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. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 18 to 25 years of age.