

VIRGINIA

GLOUCESTER CO. (NEGRO) AGRICULTURAL AGENT ANNUAL REPORT 1941

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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
COUNTY AGENT WORK

STATE VIRGINIA

GLOUCESTER COUNTY

REPORT OF CHAS. W. YOUNG, LOCAL FARM AGENT

FROM DECEMBER 1, 1940 TO NOVEMBER 30, 1941

COUNTY AGENT ANNUAL REPORT

NEGRO

ANNUAL NARRATIVE REPORT

Dec. 17, 1941

John L. Charity
Dist. Agent.

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PREFACE

The object of this report is to give a summary of the Extension Work accomplished in Gloucester County from December 1, 1940 to November 30, 1941. This work was planned by the Advisory Board, the Community Clubs, and the local farm agent. The Extension Work as carried on this year has dealt directly with problems which vitally affect the social and economic well being of the farmers of the county.

For this year we have only one demonstration community. In that demonstration community the State Community Live-At-Home work is carried on. A State Community Live-At-Home score card is made for the demonstration community and on this score card must be the names of the officers of the community club, members on the county advisory board, members of the community Live-At-Home Committee, and a list of all the families in the community and a first and second score of each family. Every farm family is invited to take part in the work carried on in the community.

Each family included in the Live-At-Home work must be living on the same farm at the time the first and second scores are taken. The ten points each family is scored on are:- (1) Families owning their homes, (2) Families in the community clubs, (3) Families having painted homes, (4) Families having required feed for stock, (5) Families having required vegetable gardens, (6) Families having required Poultry flocks, (7) Families having required hogs, (8) Families having required milch cows, (9) Families in the Triple-A Program and (10) Boys and girls completing 4-H Club work.

The health of the farmers is always kept in mind. When it is necessary we suggest the building of sanitary toilets, screening homes against flies and mosquitoes and providing sanitary drinking water.

PREFACE

The 4-H Club Work is conducted with the idea of creating within the boys and girls an increased interest in rural living in order that they may be able to take their places as tomorrow's men and women on the farm.

1a

1. b

COUNTY ADVISORY BOARD

The County Advisory Board is composed of one woman and two men from each of the community clubs in the county. The Advisory Board is organized because it is believed that through an organization of this kind the Extension work can be made more impressive. The Advisory Board in many ways has been helpful in putting over the Extension program. The members do not receive money for their work. They are a group of men and women giving their work voluntarily for the good of the community and county.

For the last three years the Advisory Board has done an outstanding piece of work in the county with hogs. Year after year a large percentage of pigs and hogs die. With help from the state office in Richmond we found that intestinal worms were causing the trouble. With the help of the advisory board we were able to go into all the communities in the county and put on a drive to eliminate these intestinal worms. In 1938 '39 and '40 we treated the hogs with Nema Worm Capsules. This year we use Phenothiazine and the results have been most satisfying. Before we started treating hogs for worms many farmers lost every hog they had and many of the hogs that lived did not grow to their normal size. Since we have been treating the hogs every year the farmers are able to grow larger hogs on less feed and the percentage of mortality from worms has been reduced to almost zero.

Another good piece of work done in the county through the cooperation of the Advisory Board comes under Health and Home Improvement. From December 1, 1940 to November 30, 1941 twenty-seven sanitary toilets have been built, eighteen homes screened against flies and mosquitoes, three farm homes installed running water with kitchen sink, bath and inside toilets. On thirty-one farms wells were cleaned and new tops were built in order to keep the water sanitary. It would have been impossible to have accomplished this work in all the communities without help from the Advisory Board.

COMMUNITY CLUBS

I have ten community clubs organized in the county. Nine are cooperating communities and one demonstration community. From December 1, 1940 to November 30, 1941 seventy community club meetings were held with a total attendance of 1050. Food, Clothing, Shelter, Home Improvement, Feed for Livestock and Soil Improvement were some of the subjects discussed at these club meetings.

Under soil improvement we discussed: Terracing, Cover Crops, Pastures, Farm Manures and Green Manures.

Under Food and Feed we discussed: Year-Round Gardens, Growing Corn, Producing Hogs, Raising Poultry, Growing Hay and Pastures, the Family Cow, Growing Sweet Potatoes, Peas and Beans, Making Syrup and Growing Fruit.

For twenty farmers we figured out individually the amount of food and feed required to take care of their family and livestock for one year. In these twenty cases the farmers were told the amount of corn, meat, wheat, sweet and white potatoes, milk, hay, pasture land, peas and beans and canned goods necessary to feed their families and livestock for one year. This work proved to be helpful because it went a long ways in helping the farmers do their planning for the year.

The community club in the James Store Community took as a project for the year The Care and Repair of Farm Machinery and Implements. Due to the fact that farm Implements depreciate faster when left exposed to the weather during the winter months each farmer promised to put his farm implements under some kind of shelter when not in use. Other ^{things we} decided to do were:

1. See that all implements are cleaned and painted before putting away.

COMMUNITY CLUBS

2. The mowing machine should be housed properly and not left in the fence corner or other out of the way places for wooden parts to rot and metal parts to rust, which, even, for short periods, may cause more deterioration than the season's use.

3. When putting away the mowing machine, see that the knife bar is left clean and wiped with a greasy rag and stored in a dry place.

4. Place a block of wood or other support under the mid point of the tongue of the mower so that it will not acquire a permanent sag.

5. If the mowing machine is stored with the cutter bar in a vertical position, place a block of wood under the shoe to take the weight of the frame.

6. All accumulations of macerated vegetable matter and dirt should be removed, and the bright parts oiled or greased.

Many farm implements have been or are about to be scrapped though still capable of doing several years of useful work if only a small percentage of their original cost were expended upon them for repairs. It was decided that the proper time to repair these implements is during a period of inactivity and before the rush of spring work.

As a result of this work there are twenty more farmers in James Store Community that are taking better care of their farm implements. Due to the fact that farm implements deteriorate more by being exposed to the weather during the winter than during a season's use we feel that many dollars were saved by the farmers in that community. The idea of care of farm implements is beginning to spread to other communities in the county. Farmers in other communities have already started this practice of Care Repair of Farm Implements.

COUNTY TOURS

A small garden tour was conducted in ^{County} the on the 19th of July. Ten farmers went on the tour and year-round gardens on ten farm were visited. In order to make the tour more interesting and helpful to the farmers they were asked to look for the following:-

1. Location of the Garden. We pointed out to the farmers where there is an opportunity for a choice in the selection of a location of a garden usually the question of nearness to the House should be given first consideration. As most of the work in caring for the garden is done in spare time the location selected should be as close to the house as practicable. Nearness to the house is also of importance in the gathering of vegetables since it is usually done by the women of the family. In dry sections it is desirable to locate the garden where it can be irrigated easily and conveniently and in cold exposed sections of the county locations with reference to protection from the winds is important. In most sections of the county a southern or southeastern exposure is since the soils on these exposures warm up earlier in the spring.

2. Size of the garden. The size of the garden depends on the number of persons to be supplied, but it is better to have a small well kept garden than a large one poorly cared for. By close attention to succession cropping and inter-cropping, $\frac{1}{2}$ acre of land may be made to supply a family of six. When land is plentiful it is often desirable to set aside enough land to allow a part of the garden to be planted to a soil-improving crop each year, but this is not essential when plenty of manure is available.

3. Plan and Arrangement of the Garden. The plan and arrangement of the garden should be determined by the size of the area to be used, the slope of the land and the kind of cultivation to be given. In a small garden cultivated by hand the rows may be close together than for horse cultivation. A large year-round garden should usually be long and narrow rather than square and should be planned for horse cultivation.

COUNTY TOURS

the rows should run the long way of the garden and it is desirable to have turning spaces at the ends. The location of the perennial crops such as asparagus, rhubarb and small fruits should be given careful consideration. These should be placed at one side or at one end of the garden where they will not be in the way when the garden is plowed. Long-season crops or those occupying the land through the growing season should be planted together. Quick-maturing crops should be planted in continuous rows so that the area may be planted to a single late crop. It is desirable to plant tall-growing crops together and locate them so they will not shade the low-growing crops.

A plan should be made on paper before undertaking the planting of the garden. The plan should show the location of all the crops, the amount of space devoted to each, the crops that are to follow the early ones and the distance between the rows. It should be possible to calculate from the plan the quantity of seed required for each vegetable.

4. Selecting Seed. The main ^{characteristics} characteristics of good seed are mechanical purity, ability to maintain life, freedom from disease, and trueness to a good name.

5. Selection of Vegetables. The kind of vegetables depends largely upon the people who consume them. It is useless to plant vegetables that the family doesn't like. Ordinary, a good garden should contain cabbage, spinach, kale, mustard, Swiss chard, tomatoes, eggplant, peas, beans, squash, corn, beets, carrots and turnips. This group of vegetables should be enough for most families to select from.

6. Fertilization and Cultivation: In the discussion of fertilizer we divided the vegetables in four groups.

GROUP 1 are: All vegetables high in nitrogen medium in phosphorus and medium in potash:

COUNTY TOURS

Spinach	Swiss chard	Endive
Kale	Brussels Sprouts	Early Beets
Collards	Loose Leaf Lettuce	Cucumbers
Turnips	Broccoli	

Group 2: Are vegetables that like a well balanced fertilizer with nitrogen phosphorus and potash approximatly a 1 - 1 - 1 ratio.

Potatoes	Carrots	Peppers
Head Lettuce	Eggplants	Early Snaps
Beets	Celery	

Group 3: Are vegetables that like medium nitrogen high phosphorus and and medium potash:

Beans	Cantalopes	Watermelons
Peas	Squash	Sweet Corn
Tomatoes	Onions	

Group 4: Are vegetables medium to low in nitrogen and phosphorus and high in potash.

Sweet Potatoes

The above is an outline of the discussion on the garden tour of year-round gardens. The people who went on the tour say "they learned more about gardens the six hours while on the tour than they did in the last six years. A vote was taken to have a bigger and better tour next year.

LIVE-AT-HOME PROGRAM

Food For The Family: (Gardens)

In Gloucester County more time is devoted to gardens than to any other farm enterprise. To the average Negro farmer in the county a good year-round garden is necessary for two reasons.

1. Because it saves them money.
2. ~~And~~ from the point of health.

But more important than the value, as reckoned in dollars and cents, is the relation of these vegetables to the health of those whose only available supply is grown at home. Many farmers in Gloucester are unable to get fresh vegetables unless they grow them. In most cases it is cheaper to grow them on the farm than to buy them if you are where they can be bought. In Gloucester we feel that no other area of the same size on the farm produces as much in real value as a well cared for year-round garden.

Albert Stokes, Hayes Store Community grows a good year-round garden every year by using better methods. Mr. Stokes says that there are six things that every farmer must do to grow a good year-round garden.

1. Buy your seed from a reliable seed company.
2. Properly ~~prepare~~ your soil.
3. Select a good location for the garden.
- 4.
4. Arrange the vegetables in the garden (for an example). The perennial crops such as asparagus, rhubarb and small fruits should be placed at one side or at the end of the garden where they will not be in the way when the garden is cultivated and etc.
5. You should low the cost of production by:
 - (a) Selecting good soil.
 - (b) Proper use of commercial fertilizer.
 - (c) The use of green manure crops.
 - (d) The proper peperation of the soil.

6. Plant enough different kinds of vegetables for a wide selection.

By following these six simple rules Mr. Stokes grows a good year-round garden every year.

POULTRY

In Gloucester County poultry production is a growing industry. We encourage the universal use of U. S. Approved chicks, and make concerted effort to acquaint the farmers of the difference between the terms "U. S. Approved", "Certified" and "Blood Tested" chicks.

With most of the farmers in the county poultry keeping is a branch of their business—one of the many lines of their regular work. In combination with the other operations on the farms, poultry brings to many farmers a profit.

A small number of farms hatch all their chickens by hens paying no attention to breed or variety. Most of the farmers buy pure chicks from a reliable hatchery. The average number of chicks bought by any one farmer are 100. Some farmers buy as many as 500.

The cockerals are usually sold at 7 or 8 weeks old to pay for the feed and the pullets are kept for layers, because egg production is the more profitable part of the poultry business and should be kept in mind in all the efforts of poultry raising, beginning with the selection of the stock and continuing through all the operations of breeding, raising, care and feeding of the stock.

POULTRY

On most farms women take charge of the poultry. These are a few statements made by some of the women in different sections in the county:

Mrs. Cooper, Woods X Roads "My hens buy my christmas presents for the children".

Mrs. Davenport, Woods X Roads "My hens help me to keep my daughter in college".

Mrs. Green, Clay Bank "I would be without extra money to spend if it were not for my hens".

Mrs. Emerson, James Store "My hens pay my insurance".

In the last five years egg production on the farms has been increased greatly and this increase has been brought about through:

1. Buying a better grade of chicks.
2. Better housing conditions.
3. Keeping quarters free of mites and lice.
4. Feeding the chickens a balanced feed.
5. Keeping chickens free from diseases and internal parasites.

W. C. Davenport, Woods X Roads, who does exclusive poultry farming has done well with his poultry for the last five years. He does his own breeding and hatching. Mr. Davenport says that "In poultry breeding the foundation of success is the correct mating in the breeding pens. The cock should possess the characteristics of his breed variety and an abundance of vitality. His crow should be strong and clear, his movements active, his attention to the hens marked,

POULTRY

his comb and wattles ruddy which indicates health. He should not look like a hen with sickle feathers, show masculine all over.

The breeding hen should show the characteristics of their sex, a refinement of head and body lacking in the cock. They should be active industrious in scratching and singing, showing health, vigor and happiness. These are some of the points that Mr. Davenport follow in selecting his stock for breeding purposes. By careful breeding over a period of years Mr. Davenport has been able to develop a large hen that produces an over the average size egg. The breed he has is white leghons. The proof that he has done a good job with his birds for egg production he gets the top price for his eggs on the Baltimore and New York market.

This year I caponized 100 barred rock cockerals for him on the 1st. of April and he is now selling capons weighing seven and eight pounds for 30¢ per pound. On the 1st. of August I caponized 100 more for him which he expects to have ready for the Master market. By giving time and thought to his business he is making a good business out of his poultry business.

On April 17, 1941 I Received a letter from our State Director of Extension Work announcing Secretary Wickards' nation-wide drive to produce every possible egg from present laying hens and after the Food for National Defense Program came out we have been able to hold meetings in all the communities in the county. Thus far we have been able to help five farmers to convert old out houses into very good laying houses. The houses will hold from 30 to 100 hens and the cost of converting them into useable houses cost from \$5.00 to \$27.50. At this time we are not encouraging farmers to build new houses for egg production, because of the national condition, but when it is possible to convert some other house (at a small cost) into laying houses we encourage them to do so.

HOGS

Hog raising (so far as the home supply of meat is concerned) is an important part of the farming business in the county. Soil and climatic conditions are favorable to the growth of forage crops adapted to the economical production of pork. Pork serves as a source of food that cannot be substituted by no other farm product when it can be economically produced. We have no farms who do extensive hog raising. The idea is to encourage every farm family to grow as much pork as is necessary to supply the family needs. The plan that we worked out for the production of pork for the home supply is as follows:

1. Each family grow from one to three hogs each weighing 225 pounds at killing time.
2. If the price of feed is high feed may be substituted by running the hogs on a pasture.
3. If possible buy only pure bred pigs, because they will grow larger and are cheaper in the end.
4. Feed the hogs skimmed milk, buttermilk and waste products from the table.
5. Feed corn and other grain before kill to harden the meat.

John Cook, Zion Hill, Community is a good example of a farmer who grows his home supply of pork economically. This is how he does it.

1. He gets four of the best pigs that he can find. He says "You can not grow large hogs from a scrub pig"
2. Treat them for internal parasites and keep them free of lice.
3. Immunize them against hog cholera.
4. Put them in a good pasture during the spring and summer.

HOGS

By doing this you will not have to feed much grain.

5. Put them on grain before killing to harden the meat.

By following the above five rules Mr. Cook is able to produce from 1200 to 1450 pounds of pork, four pigs.

The hogs are usually butchered in December. The shoulders, sides, hams and jowls are cured. Most of the trimmings are made into sausage. Parts of the heads and feet are used for scrapple. The fat parts go into lard. This gives the family a variety of meat during the year. Mr. Cook also makes a very good syrup from sugar cane that he grows. His family enjoys, very much, on cold frosty mornings, good pork sausage, whole wheat hot cakes and syrup all grown on his farm. Mr. Cook has a family of six and a 30 acre farm.

Milch Cows

The farmers of Gloucester do not own enough milch cows. as near as possible we are trying to place a milch cow on every farm especially where there are children. In many cases we have been able to arrange with neighbors who have cows to supply milk to families who have children and are not able to own a cow. And when these families do not have the cash to pay for the milk they pay in corn wheat or some other farm products. In some cases the children are sent over to work and pay for the milk. In this way we have been able to help some unfortunate children to get milk.

FEED FOR STOCK

Forage Crops(Alfalfa, Clover and grasses):

Gloucester farmers are becoming more conscious of the fact that the efficient production of livestock and livestock products demand a liberal supply of hay and pasture of the highest quality obtainable. The fact remains that the present quality of hay crops on some farms in the county is so poor that the amount of hay an animal will eat cannot be increased very much unless the quality of the hay is improved. This is important with us in Gloucester because the present trend in agriculture is toward more grasses and legumes and less grain and other soil-depleting crops. This is necessary to help conserve our soil resources and is also conceded to be good farm management.

The trend in hay production in Gloucester is definitely toward a greater total acreage of hay with a larger percentage derived from legumes such as alfalfa, clovers and soybeans. We are taking steps to improve the quality of our hay in order that we might be able to put it to the best use. Hay is one of the cheapest feeds for livestock.

The hay crops grown in Gloucester are: Alfalfa, lespedeza, crimson clover and soybeans.

Monroe Emerson, James Store is a good example of a farmer who grows good hay. He thinks that the quality of the hay crop can be increased 25% by early cutting and by better methods of curing, handling and storing to preserve quality. In other words he says to get good hay:-

1. You must cut it at the right time.
2. The seeding of adequate quantities of high

FEED FOR STOCK

quality seed on soil properly prepared to get a good stand.

3. Good yields of hay are obtained from land where you have thick stands of plants.

4. Thick stands help to control weeds and the stems of the hay plants are generally of desirable texture. The two most important visible factors of quality hay are: Percentage of leaves clinging to the stems and the amount of natural green color in the hay. These simple rules have improved the quality of Mr. Emerson's hay.

Home Management and Improvement

Home Improvement work for this year was carried on in some form in all sections of the county. Our plans for the year were to:

1. Build a sanitary toilet on every farm.

See that all homes are screened against flies and mosquitoes.

3. A sanitary water supply on every farm.

4. Where it is possible paint every home and out house.

Give suggestions on beautifying all yards around the homes.

Our accomplishments in this work was thus:

From December 1, 1940 to November 30, 1941:-

68 Sanitary toilets built.

32 Homes painted

Water in ten wells tested.

27 wells repaired and water made sanitary.

Suggestions made to change the locations of eight toilets to prevent water supply from becoming polluted.

HOME IMPROVEMENT

Suggestions given to 15 farms on beautifying the yard.

12 Homes whitewashed.

SOIL IMPROVEMENT

The farmers of Gloucester are doing a good job working together to save their soil and improve its fertility.

There are 195 Negro farmers in the Triple-A program. Over 135 tons of lime were used this year and over 360 acres were planted to legumes this year...such as soybeans, clovers and vetch. Farmers in all sections of the county are reporting an increase in the production of corn, wheat, oats, and rye as a result of the the lime and super-phosphate.

OTHER FEDERAL AGENCIES

NYA We have been able to place 11 boys and 10 girls from Gloucester on NYA projects in four different schools in the state. Fourteen of these are at the Gloucester County Training School, Six at Virginia State College, one at Hampton Institute and one at St. Paul Industrial School. These boys and girls are permitted to earn some money while they are in school otherwise they would not be able to go to school.

FSA There are 21 Negro farmers who bought work stock through the FSA. The Farm Security Administration buys these work stock for eligiable farmers and they are permitted to pay for them over a peroid of time at alow rate of interest. This Federal Agency has these farmers to buy work stock and carry on their farming.

FEDERAL AGENCIES

FCA We also have 20 farmers with the Farm Credit Administration. These farmers made Emergency Crop and Feed loans in order that they might be able to carry on their farming. These Federal Agencies have been of much help to many farmers in the county.. this year.

4-H Clubs

This year I have organized 6 4-H Clubs with a membership of 72. There are 35 boys and 37 girls. Sixty-five members completed their projects with a profit of \$1512.00. The projects carried by the club members were gardens, poultry, dairy calves, corn and Irish potatoes.

18 boys completing poultry projects made a profit of.....	\$700.0
2 Boys completing dairy calf projects made a profit of	17.
8 boys completing corn projects made a profit of.	400.
2 boys completing Irish potato projects made ...	75.
35 Girls completing Garden projects made	300.
Totals.....	\$1492.

During the year 58 club meetings were held with an attendance of 500. We try to conduct our club work in a way to develop desirable ideal and standards for farming, homemaking, community life, citizenship and a love for rural life.

We worked out a set of goals for all the members of our clubs this year. They were called goals for the year and every boy and girl was asked to accomplish them. A prize was offered to the boy and girl who accomplished most of these goals. The prizes were won by a boy and a girl of the James Store Club. The prizes were \$3.60 each which was made up by collecting 10¢ from each club member in the county.

4-H CLUBS

County Council:

At the beginning of the year a County Council was organized and only two meetings were held for the year. The county council was not as active as should have been.

Leaders:

For the six clubs we have 8 women leaders, five older club boys and 6 older girls. The leaders worked hard this year in helping to put over the club work. The women helped the club girls with their uniform and other small domestic projects around the home.

Club Rally:

At the time the prizes were awarded for goals the James Store Club invited all the clubs in the county and their mothers, fathers and friends. At this meeting a program was rendered, Three demonstrations were given along with the awarding of the prizes. The program for the day was as follows:

1. 4-H Club song by the members .
2. Meeting was called to order by the president of the County Junior Council.
3. Club Motto.
4. Review of 4-H Clubwork and announcements of future plans by the county agent.
5. What 4-H Clubs has ment to the county.
6. My experience as a 4-H Club member, President James Store Club.
7. Presentation of prizes, Agent.
8. Esaperative Efforts, Rev. Lemon.
9. Demonstration by club members.
10. Recreation period, refreshments.

18

4-H CLUBS

This program gave the club members a real opportunity to show the community the things they did during the year. It was also a good chance to give recognition to the leaders and get the people in the county acquainted with 4-H Club work.

Six 4-H Club boys sent samples of eggs to the 4-H State Fair in Richmond this year. They won 1st, 2nd, and 5th prizes which amounted to \$7.35.

Demonstrations:

There were eight boys who completed corn projects. The corn planted was Virginia Yellow Dent and Virginia White Dent. The eight boys worked 12 acres of land. The total yield 800 bu. est. Total income \$720.00, total cost of production \$300.00, total profit \$420.00.

Irish Potatoes:

Two boys had Irish Potatoes projects. Number of acres planted two. Yield 150 bu. Total income \$145.00, Total cost \$70.00 Total profits \$75.00.

Gardens:

Thirty-five girls completed garden projects. Number of acres 12, Total income \$500.00, Total cost \$200.00, Total profit \$300.00.

Poultry:

Eighteen boys completed poultry projects. Total number animals involved 3000. Total income \$1500.00. Total cost \$800.00. profit \$700.00.

Eugene Emerson, James Store, 4-H Club bought 100 barred rock chicks. He was able to grow 85 of them. At the end of ten weeks he sold 170 pounds of broilers @ 25¢ per pound... which brought him \$42.50. His expenses were \$27.00. His profit \$15.50.

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 Gloucester

REPORT OF

..... (Name) <i>Home Demonstration Agent.</i>	From	to	194
..... <i>Assistant Home Demonstration Agent.</i>	From	to	194
..... <i>4-H Club Agent.</i>	From	to	194
..... <i>Assistant County Agent in charge of Club Work.</i>	From	to	194
<u>John W. Young</u> <i>Agricultural Agent.</i>	From <u>Dec. 1, 1940</u>	to <u>Nov. 30,</u>	1941
..... <i>Assistant Agricultural Agent.</i>	From	to	194



READ SUGGESTIONS, PAGES 2 AND 3

Approved: Dec. 16, 1941

John L. Chantry, Dist. Agt.

Date

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

The annual report should be a summary, with analysis and interpretations, for presentation to the people of the county, the State, and the Nation of the extension activities in each county for the year, and the results obtained by the county extension agents assisted by the subject-matter specialists. The making of such a report is of great value to the county extension agents and the people of the county in showing the progress made during the year as a basis for future plans. It is of vital concern also to the State and Nation as a measure of rural progress and a basis for intelligent legislation and financial support of extension work.

At least four copies of the annual report should be made: One copy for the county officials, one copy for the agent's files, one copy for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. *The report to the Washington office should be sent through the State extension office.*

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. Results obtained through assistance rendered agents by specialists should also be included. This report shows, insofar as possible, the part each agent has taken in forwarding the extension program. The county totals should be the sum of the activities and accomplishments of individual agents minus duplications due to two or more agents participating in the same activity or accomplishment. The county totals, when properly recorded, show the progress made in the county during the year in forwarding the entire extension program. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

The statistical summary should be a report of this year's activities and results that can be verified by records on file in the county office. Where records are not available careful estimates are desired. Such estimates should be marked "Est."

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 and the extension methods used for each project. Every statement should be clear-cut, concise, forceful, and, where possible, reinforced with necessary data from the statistical summary. Use a descriptive style of writing, giving major accomplishments first under each project. Give extension methods fully relating to outstanding results only, and where practicable illustrate with photographs, maps, diagrams, blueprints, or copies of charts and other forms used. Full credit should be given to all cooperating agencies. The lines should be single-spaced, with double space between the paragraphs and reasonably good margins. The pages should be numbered in consecutive order.

The following outline is merely suggestive of how the narrative report may be clearly and systematically presented. Each agent should prepare an outline to fit the situation and the work to be reported.

SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT

- I. Cover and title page.
- II. Table of contents.
- III. Summary of activities and accomplishments, preferably of one or two typewritten pages only, placed at the beginning of the narrative report.
- IV. Changes in county extension organization made during the year to improve regular procedures or to meet emergencies.
- V. County extension program.
 - (1) Problems determining extension program.
 - (2) Influence of State and National agricultural agencies operating in county upon extension program.
 - (3) Activities and results.

Under appropriate headings present in some detail for each major problem or line of work the goals set up, the methods used, the cooperation received, the coordination effected, the results achieved, and the significance of these results in terms of problem solution.
- VI. Outlook and recommendations.

TERMINOLOGY

To insure reports which convey the intended meaning to others and to facilitate the compilation of satisfactory national statistics on extension, it is extremely important that terms be used in accordance with accepted definitions. The following definitions of extension terms have been approved by the United States Department of Agriculture and the Association of Land Grant Colleges and Universities. Agents should read these definitions before starting to write the annual reports.

DEFINITIONS OF EXTENSION TERMS

1. 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.
2. 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.
3. A community is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report a community is one of the several units into which a county is divided for conducting organized extension work.
4. A project leader, local leader, or committeeman is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
5. Demonstrations as contemplated in this report are of two kinds—method demonstrations and result demonstrations. A method demonstration is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
A result demonstration is a demonstration conducted by a farmer, home maker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, 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 in itself a demonstration.
6. A result demonstrator is an adult, a boy, or a girl who conducts a result demonstration as defined above.
7. A cooperator is a farmer or home maker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent and records are not required, but reports on the success of the practices may be obtained.
8. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
9. 4-H Club members enrolled are those boys and girls who actually start the work outlined for the year.
10. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
11. A demonstration meeting is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
12. A 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.
13. 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.
14. A farm or home visit is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
15. Days in office should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
16. Days in field should include all days spent on official duty other than "days in office."
17. Letters written should include all original letters on official business. (Duplicated letters should not be included.)
18. An extension school is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college. An extension short course differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
19. Records consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
20. The county extension association or committee is that county organization, whether a membership or a delegate body, which is recognized officially in the conduct of extension work in the county.

GENERAL ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

1. List below the names, titles, and periods of service of the county extension agents whose work is included in this report. Include time of assistants with that of regular agent.

AGENT		Total months of service this year	Days devoted to work with adults	Days devoted to work with 4-H Club and other youth	Total days in office	Total days in field
		(a)	(b)	(c)	(d)	(e)
(Name) _____	Home demonstration agent.....					
	Asst. home demonstration agent.....					
	4-H Club agent.....					
	Assistant county agent in charge of club work.....					
<i>Chas. W. Young</i>	Agricultural agent.....	12	180	55	52	235
	Assistant agricultural agent.....					

2. County extension association or committee:

(a) Agricultural extension:	<i>County Advisory Board</i>		(2) Number of members	27
(1) Name				
(b) Home demonstration:			(2) Number of members	
(1) Name				
(c) 4-H Club:	<i>County Junior Council</i>		(2) Number of members	18
(1) Name				
3. Number of communities in county where extension work should be conducted.....				16
4. Number of above communities in which the extension program has been planned cooperatively by extension agents and local committees.....				10
5. Number of different voluntary county or community project leaders or committeemen actively engaged in forwarding the extension program:				
(a) Adult work	(1) Men	10	(3) Older club boys	5
	(2) Women	15	(4) Older club girls	15
(b) 4-H Club work	(1) Men			
	(2) Women			
6. Number of different paid local leaders engaged in agricultural-conservation and adjustment programs.....	(a) Men			
	(b) Women			
7. Number of clubs or other groups organized to carry on adult home demonstration work.....				
8. Number of members in such clubs or groups.....				

ITEM	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
9. Number of 4-H Clubs.....			6	9
10. Number of different 4-H Club members enrolled.....	(1) Boys ¹		25	10
	(2) Girls ²		37	
11. Number of different 4-H Club members completing.....	(1) Boys ¹		20	11
	(2) Girls ²		35	

12. Number of different members enrolled in 4-H Club work for:⁴

MEMBERS	1st year	2d year	3d year	4th year	5th year	6th year and over
(a) Boys.....	10	1	7	17		
(b) Girls.....	6	9	11	11		

¹ County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.

² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on pages 7 to 24, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

³ Same as footnote 2 but refers to completions instead of enrollments.

⁴ The total for this question should agree with county total, question 10.

GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Age	10 and under	11	12	13	14	15	16	17	18	19	20 and over		
13. Number of different 4-H Club members enrolled according to age ¹	(a) Boys	1	2	6	1	1	2	3	3	5	4	7	13	
	(b) Girls	2		2	1	4	6	1	7	7	4	3		
14. Number of 4-H Club members: ¹	(a) In school	72											(b) Out of school	14

ITEM	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total ² (d)	
15. Number of 4-H Club teams trained			4		15
			4		
16. Number of groups ³ other than 4-H Clubs organized for extension work with rural young people 16 years of age and older					16
17. Members in groups reported in question 16	(1) Young men				17
	(2) Young women				
18. Total number of farm or home visits ⁴ made in conducting extension work			1426		18
19. Number of different farms or homes visited			570		19
20. Number of calls relating to extension work	(1) Office		878		20
	(2) Telephone		432		
21. Number of news articles or stories published ⁵			12		21
22. Number of individual letters written			265		22
23. Number of different circular letters issued (not total copies mailed)			15		23
24. Number of bulletins distributed			2985		24
25. Number of radio talks broadcast or prepared for broadcasting					25
26. Number of events at which extension exhibits were shown			1		26
27. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number			27
		(b) Men leaders			
		(c) Women leaders			
(2) 4-H Club	(a) Number				
	(b) Leaders				
28. Method demonstration meetings held (include all method demonstrations in both adult and 4-H Club work given by agents and specialists not reported under question 27)	(1) Number		9		28
	(2) Total attendance		60		
29. Meetings held at result demonstrations	(1) Number				29
	(2) Total attendance				

¹ The total for this question should agree with county total, question 10.² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.³ Do not include groups previously reported under question 9.⁴ 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.

NOTE.—Questions 15-34 refer to the total number of different activities conducted this year. The totals should equal the sums of the corresponding information reported on following pages minus duplications where the same activity relates to two or more lines of work.

GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total ¹ (d)
30. Tours conducted.....	(1) Adult work.....	(a) Number.....			} 30
		(b) Total attendance.....			
	(2) 4-H Club.....	(a) Number.....			
		(b) Total attendance.....			
31. Achievement days held.....	(1) Adult work.....	(a) Number.....			} 31
		(b) Total attendance.....			
	(2) 4-H Club.....	(a) Number.....			
		(b) Total attendance.....			
32. Encampments held. (Do not include picnics, rallies, or short courses, as these should be reported under other meetings.)	(1) Farm women.....	(a) Number.....			} 32
		(b) Total members attending.....			
		(c) Total others attending.....			
	(2) 4-H Club.....	(a) Number.....			
		(b) Total boys attending.....			
		(c) Total girls attending.....			
		(d) Total others attending.....			
		(e) Total attendance.....			
33. Other meetings of an extension nature participated in by agents or specialists and not previously reported.....	(1) Number.....		4 86	} 33	
	(2) Total attendance.....				
34. Meetings held by local leaders or committeemen not participated in by agents or specialists and not reported elsewhere	(1) Adult work.....	(a) Number.....			} 34
		(b) Total attendance.....			
	(2) 4-H Club.....	(a) Number.....			
		(b) Total attendance.....			
34]. Number of above meetings (questions 27-34) at which discussion group method of presentation was followed.....					34]

SUMMARY OF EXTENSION INFLUENCE FOR YEAR

It is highly desirable for extension workers to consider the proportion of farms and farm homes in the county which have been definitely influenced to make some substantial change in farm or home operations as a result of the extension program for men, women, boys, and girls. 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. Such estimates should be marked "Est."

Include results of emergency activities as well as the regular extension program.

35. Number of farms in county.....	571	35
36. Number of farms on which changes in practices have definitely resulted from the agricultural extension program.....	37	36
37. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program.....		37
38. Number of other homes in which changes in practices have definitely resulted from the home demonstration program.....		38
39. Number of farm homes with 4-H Club members enrolled.....	69	39
40. Number of other homes with 4-H Club members enrolled.....	3	40
41. Total number of different farm families influenced by some phase of the extension program..... (Include questions 36, 37, and 39, minus duplications.)	408	41
42. Total number of different other families influenced by some phase of extension program..... (Include questions 38 and 40, minus duplications.)	3	42

¹ County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.

NOTE.—Questions 18-34 refer to the total number of different activities conducted this year. The totals should equal the sums of the corresponding information reported on following pages minus duplications where the same activity relates to two or more lines of work.

CEREALS¹

Report Only This Year's Extensive Activities and Results That Can Be Verified.

ITEM	Corn	Wheat	Oats	Rye	Berley	Grain sorghum, rice, and other cereals ²	
	(a)	(b)	(c)	(d)	(e)	(f)	
43. Days devoted to line of work by:							} 43
(1) Home demonstration agents.....							
(2) 4-H Club agents.....							
(3) Agricultural agents.....	30						
(4) Specialists.....							
44. Number of communities in which work was conducted.....	10						44
45. Number of voluntary local leaders or committeemen assisting.....	8						45
46. Days of assistance rendered by voluntary leaders or committeemen.....	5						46
47. Number of adult result demonstrations conducted.....							47
48. Number of meetings at result demonstrations.....							48
49. Number of method-demonstration meetings held.....							49
50. Number of other meetings held.....							50
51. Number of news stories published.....							51
52. Number of different circular letters issued.....	1						52
53. Number of farm or home visits made.....	70						53
54. Number of office calls received.....	43						54
55. Number of 4-H Club members enrolled.....	12						} 55
(1) Boys.....							
(2) Girls.....							
56. Number of 4-H Club members completing.....	8						} 56
(1) Boys.....							
(2) Girls.....							
57. Number of acres in projects conducted by 4-H Club members completing.....	16						57
58. Total yields of crops grown by 4-H Club members completing.....	800 bu.	bu.	bu.	bu.	bu.	bu.	58
59. Number of farmers following fertilizer recommendations.....	50						59
60. Number of farmers following insect-control recommendations.....	30						60
61. Number of farmers following disease-control recommendations.....	30						61
62. Number of farmers following marketing recommendations.....	30						62
63. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....	10						63
66. Number of farmers following other specific practice recommendations: ³							} 66
(1).....							
(2).....							
(3).....							
(4).....							
(5).....							

¹ Report fall-sown crops the year they are harvested.² Indicate crop by name.³ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

LEGUMES AND FORAGE CROPS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Alfalfa	Sweet-clover	Red, bur, and other clovers	Vetch	Lespedeza	Peas	Pasture
	(a)	(b)	(c)	(d)	(e)	(f)	
67. Days devoted to line of work by:							
(1) Home demonstration agents.....							} 67
(2) 4-H Club agents.....							
(3) Agricultural agents.....					10		
(4) Specialists.....							
68. Number of communities in which work was conducted.....					5		68
69. Number of voluntary local leaders or committeemen assisting.....					5		69
70. Days of assistance rendered by voluntary leaders or committeemen.....					5		70
71. Number of adult result demonstrations conducted.....							71
72. Number of meetings at result demonstrations.....							72
73. Number of method-demonstration meetings held.....							73
74. Number of other meetings held.....							74
75. Number of news stories published.....					2		75
76. Number of different circular letters issued.....							76
77. Number of farm or home visits made.....					25		77
78. Number of office calls received.....					30		78
79. Number of 4-H Club members enrolled.....							} 79
(1) Boys.....							
(2) Girls.....							
80. Number of 4-H Club members completing.....							} 80
(1) Boys.....							
(2) Girls.....							
81. Number of acres in projects conducted by 4-H Club members completing.....							81
82. Total yields of crops grown by 4-H Club members completing.....							} 82
(1) Seed..... bu. bu. bu. bu. bu. XXXX							
(2) Forage..... tons tons tons tons tons XXXX							
83. Number of farmers following fertilizer recommendations.....					20		83
84. Number of farmers following insect-control recommendations.....							84
85. Number of farmers following disease-control recommendations.....							85
86. Number of farmers following marketing recommendations.....							86
87. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....							87
89. Number of farmers following other specific practice recommendations: ¹							} 90
(1).....							
(2).....							
(3).....							
(4).....							
(5).....							

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

LEGUMES AND FORAGE CROPS—CONTINUED

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Soybeans	Cowpeas and field peas	Velvet- beans	Field beans	Peas	All other legumes and forage crops ¹	
	(e)	(f)	(g)	(h)	(i)	(j)	
67. Days devoted to line of work by:							67
(1) Home demonstration agents.....							
(2) 4-H Club agents.....							
(3) Agricultural agents.....	10						
(4) Specialists.....							
68. Number of communities in which work was conducted.....	10						68
69. Number of voluntary local leaders or committeemen assisting.....	5						69
70. Days of assistance rendered by voluntary leaders or committeemen.....	5						70
71. Number of adult result demonstrations conducted.....							71
72. Number of meetings at result demonstrations.....							72
73. Number of method-demonstration meetings held.....							73
74. Number of other meetings held.....							74
75. Number of news stories published.....							75
76. Number of different circular letters issued.....							76
77. Number of farm or home visits made.....	25						77
78. Number of office calls received.....	20						78
79. Number of 4-H Club members enrolled.....							79
(1) Boys.....							
(2) Girls.....							
80. Number of 4-H Club members completing.....							80
(1) Boys.....							
(2) Girls.....							
81. Number of acres in projects conducted by 4-H Club members completing.....							81
82. Total yields of crops grown by 4-H Club members completing.....	(1) Seed..... bu.	(1) Seed..... bu.	(1) Seed..... bu.	(1) Seed..... bu.	(1) Seed..... lb.	(1) Seed..... bu.	82
	(2) Forage..... tons	(2) Forage..... tons	(2) Forage..... tons	(2) Forage..... tons	(2) Forage..... tons	(2) Forage..... tons	
83. Number of farmers following fertilizer recommendations.....							83
84. Number of farmers following insect-control recommendations.....	25						84
85. Number of farmers following disease-control recommendations.....	10						85
86. Number of farmers following marketing recommendations.....	30						86
87. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....	40						87
90. Number of farmers following other specific practice recommendations: ²							90
(1).....							
(2).....							
(3).....							
(4).....							
(5).....							

¹ Indicate crop by name.² For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

16-3025

POTATOES, COTTON, TOBACCO, AND OTHER SPECIAL CROPS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Irish pota-	Sweetpota-	Cotton	Tobacco	Sugar Cane	
	toes (a)	toes (b)	(c)	(d)	and all other spe- cial crops ¹ (e)	
91. Days devoted to line of work by:						} 91
(1) Home demonstration agents.....						
(2) 4-H Club agents.....						
(3) Agricultural agents.....	10					
(4) Specialists.....						
92. Number of communities in which work was conducted.....	10					92
93. Number of voluntary local leaders or committeemen assisting.....	5					93
94. Days of assistance rendered by voluntary leaders or commit- teemen.....	10					94
95. Number of adult result demonstrations conducted.....						95
96. Number of meetings at result demonstrations.....						96
97. Number of method-demonstration meetings held.....	1					97
98. Number of other meetings held.....						98
99. Number of news stories published.....	1					99
100. Number of different circular letters issued.....	1					100
101. Number of farm or home visits made.....	40					101
102. Number of office calls received.....	40					102
103. Number of 4-H Club members enrolled.....						} 103
(1) Boys.....	2					
(2) Girls.....						
104. Number of 4-H Club members completing.....						} 104
(1) Boys.....	2					
(2) Girls.....						
105. Number of acres in projects conducted by 4-H Club members completing.....	2					105
106. Total yields of crops grown by 4-H Club members completing.....	150	bu.	bu.	lb. ²	lb.	106
107. Number of farmers following fertilizer recommendations.....	50					107
108. Number of farmers following insect-control recommendations.....	150					108
109. Number of farmers following disease-control recommendations.....	150					109
110. Number of farmers following marketing recommendations.....	50					110
111. Number of farmers assisted in using timely economic informa- tion as a basis for readjusting enterprise.....	50					111
114. Number of farmers following other specific practice recom- mendations: ³						} 114
(1).....						
(2).....						
(3).....						
(4).....						
(5).....						

¹ Indicate crop by name.

² Report yield of cotton in pounds of seed cotton.

³ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

FRUITS, VEGETABLES, AND BEAUTIFICATION OF HOME GROUNDS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Home	Market	Beauti-	Tree	Bush and	Grapes	
	gardens	gardening, truck, and canning crops	fication of home grounds	fruit	small fruits		
	(a)	(b)	(c)	(d)	(e)	(f)	
115. Days devoted to line of work by:							
(1) Home demonstration agents.....							115
(2) 4-H Club agents.....							
(3) Agricultural agents.....	30		15				
(4) Specialists.....							
116. Number of communities in which work was conducted.....	10		10				116
117. Number of voluntary local leaders or committeemen assisting.....	10		5				117
118. Days of assistance rendered by voluntary leaders or committeemen.....	5		5				118
119. Number of adult result demonstrations conducted.....							119
120. Number of meetings at result demonstrations.....							120
121. Number of method-demonstration meetings held.....	1						121
122. Number of other meetings held.....	2						122
123. Number of news stories published.....	3		1				123
124. Number of different circular-letters issued.....	8						124
125. Number of farm or home visits made.....	170		45				125
126. Number of office calls received.....	50		5				126
127. Number of 4-H Club members enrolled.....							127
(1) Boys.....							
(2) Girls.....	37						
128. Number of 4-H Club members completing.....							128
(1) Boys.....							
(2) Girls.....	35						
129. Number of acres in projects conducted by 4-H Club members completing.....	18						129
130. Total yields of crops grown by 4-H club members completing.....			xxxx				130
131. Number of farms or homes where fertilizer recommendations were followed.....	bu. 150	bu.	xxxx 25	bu.	bu.	bu.	131
132. Number of farms or homes where insect-control recommendations were followed.....	175						132
133. Number of farms or homes where disease-control recommendations were followed.....	175						133
134. Number of farms or homes where marketing recommendations were followed.....	50						134
135. Number of farms or homes where assistance was given in using timely economic information as a basis for readjusting enterprise.....	200		xxxx				135
136. Number of homes where recommendations were followed as to establishment or care of lawn.....	xxxx	xxxx	20	xxxx	xxxx	xxxx	136
137. Number of homes where recommendations were followed regarding planting of shrubbery and trees.....	xxxx	xxxx	25	xxxx	xxxx	xxxx	137
138. Number of homes where recommendations were followed as to treatment of walks, drives, or fences.....	xxxx	xxxx	5	xxxx	xxxx	xxxx	138
139. Number of homes where recommendations were followed as to improving appearance of exterior of house and outbuildings.....	xxxx	xxxx	30	xxxx	xxxx	xxxx	139
140. Number of homes where other specific practice recommendations were followed: ¹							140
(1).....							
(2).....							
(3).....							
(4).....							

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

FORESTRY, WILDLIFE CONSERVATION, AND AGRICULTURAL ENGINEERING

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Forestry (a)	Wildlife conservation, fur and game farming (b)	Agricultural engineering ¹ (farm and home) (c)	
141. Days devoted to line of work by:				
(1) Home demonstration agents.....				} 141
(2) 4-H Club agents.....				
(3) Agricultural agents.....			10	
(4) Specialists.....				
142. Number of communities in which work was conducted.....			10	142
143. Number of voluntary local leaders or com- mitteemen assisting.....				143
144. Days of assistance rendered by voluntary leaders or committeemen.....				144
145. Number of adult result demonstrations con- ducted.....				145
146. Number of meetings at result demonstrations.....				146
147. Number of method-demonstration meetings held.....				147
148. Number of other meetings held.....				148
149. Number of news stories published.....				149
150. Number of different circular letters issued.....				150
151. Number of farm or home visits made.....			50	151
152. Number of office calls received.....			5-	152
153. Number of 4-H Club mem- (1) Boys.....				} 153
bers enrolled..... (2) Girls.....				
154. Number of 4-H Club mem- (1) Boys.....				} 154
bers completing..... (2) Girls.....				
154½. Number of 4-H Club mem- (1) Boys.....			XXXXXXXXXX	} 154½
bers not in special project (2) Girls.....			XXXXXXXXXX	
clubs who participated in forestry or wildlife conser- vation activities.....	(1) Transplant beds	Coverts ² improved or built.....	Acres terraced.....	} 155
	(2) Acres planted to forest trees	Nest boxes, feed trays for song birds.....	Machines or equip- ment repaired.....	
155. Number of units handled by 4-H Club mem- bers completing. (This refers to questions 154 and 154½).....	(3) Acres improved	Feeding stations operated.....	Articles made.....	
	(4) Acres of wood- land protect- ed from fire	Animals or birds produced.....	Equipment installed	

FORESTRY—Continued

156. Number of farms on which new areas were reforested by planting with small trees.....	156
157. Acres involved in preceding question.....	157
158. Number of farmers planting windbreaks or shelterbelts.....	158
159. Number of farmers planting trees for erosion control.....	159
160. Number of farmers making improved thinnings and weedings.....	160
161. Number of farmers practicing selection cutting.....	161
162. Number of farmers pruning forest trees.....	162
163. Number of farmers cooperating in prevention of forest fire.....	163
164. Number of farmers adopting improved practices in production of naval stores.....	164
165. Number of farmers adopting improved practices in production of maple sugar and sirup.....	165

¹ 4-H farm shop clubs should be reported under this heading.

² Include food patches planted or left standing for wildlife.

FORESTRY—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

166. Number of farmers assisted in timber estimating and appraisal.....	166
167. Number of farmers following wood-preservation recommendations.....	167
168. Number of farmers following recommendations in the marketing of forest products.....	168

WILDLIFE CONSERVATION—Continued

169. Number of farms on which specific improvements for wildlife have been made.....	169
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ITEM	RABBITS		FOXES AND OTHER FUR ANIMALS		GAME BIRDS		CONSERVATION CAMPS		
	+H members (a)	Adults (b)	+H members (c)	Adults (d)	+H members (e)	Adults (f)	+H members (g)	Adults (h)	
169j. Number of individuals engaged or assisted in activity.....									169j
169j. Number of animals or birds produced by such individuals.....							X X X X	X X X X	169j

AGRICULTURAL ENGINEERING—Continued

Engineering activities	Number of farms (a)	Number of units (b)	Total value of service or savings (c)	
170. Terracing complete with outlets and contour cultivation.....		acres.	\$.....	170
170j. Growing crops on contour.....		acres.		170j
170j. Gully control.....		acres.		170j
171. Drainage practices.....		acres.		171
172. Irrigation practices.....		acres.		172
173. Land-clearing practices.....		acres.		173
174. Better types of machines.....		machines.		174
175. Maintenance and repair of machines.....		machines.		175
176. Efficient use of machinery.....		X X X X X X X X X		176
176j. Better ginning of cotton.....		gin stands		176j
177. All buildings constructed (include silos).....		buildings.		177
178. Buildings remodeled, repaired, painted.....	20	17 buildings.	500.	178
179. Farm electrification.....		farms. ¹		179
180. Home equipment (include sewing machines).....				180
181. Total of columns (a) and (c).....	20 farms.	X X X X X X X X X	\$ 500.	181

182. Number of machines repaired as reported in questions 175 and 180, by types: (a) Tractors.....									
(b) Tillage implements.....		(c) Harvesters and threshers.....		(d) Plows.....					182
(e) Mowers.....		(f) Planters.....		(g) Sewing machines.....		(h) Other.....			
183. Number of buildings and equipment improved as reported in questions 177, 178, 179, 180, by types:									
(a) Dwellings constructed according to plans furnished.....		(k) Dairy buildings.....							
(b) Dwellings remodeled according to plans furnished.....		(l) Silos.....	(1) Regular.....						
(c) Sewage systems installed.....		(m) (2) Trench or pit.....							
(d) Water systems installed.....		(n) Hog houses.....	2						183
(e) Heating systems installed.....		(o) Poultry houses.....	5						
(f) Lighting systems installed.....		(p) Storage structures.....							
(g) Home appliances and machines.....		(q) Other.....	10						

¹ Report the number of farms using electricity in farm enterprises for income-producing purposes such as electric milking, milk cooling, incubating, brooding, heated bedding, etc.

POULTRY AND BEES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Poultry (including turkeys) (a)	Bees (b)	
184. Days devoted to line of work by:			
(1) Home demonstration agents.....			} 184
(2) 4-H Club agents.....			
(3) Agricultural agents.....	35-		
(4) Specialists.....			
185. Number of communities in which work was conducted.....	10		185
186. Number of voluntary local leaders or committeemen assisting.....	5		186
187. Days of assistance rendered by voluntary leaders or committeemen.....	10		187
188. Number of adult result demonstrations conducted.....			188
189. Number of meetings at result demonstrations.....			189
190. Number of method-demonstration meetings held.....	1		190
191. Number of other meetings held.....			191
192. Number of news stories published.....	2		192
193. Number of different circular letters issued.....	3		193
194. Number of farm or home visits made.....	200		194
195. Number of office calls received.....	40		195
196. Number of 4-H Club members enrolled.....	19		} 196
(1) Boys.....			
(2) Girls.....			
197. Number of 4-H Club members completing.....	18		} 197
(1) Boys.....			
(2) Girls.....			
198. Number of units in projects conducted by 4-H Club members completing.....	3000 chickens	colonies	198

POULTRY—Continued

199. Number of families following an organized improved breeding plan as recommended.....		50	199
200. Number of families following recommendations in purchasing baby chicks.....		200	200
201. Number of families following recommendations in chick rearing.....		200	201
202. Number of families following production-feeding recommendations.....		50	202
203. Number of families following sanitation recommendations in disease and parasite control.....		150	203
204. Number of families improving poultry-house equipment according to recommendations.....		50	204
205. Number of families following marketing recommendations.....		25	205
206. Number of families assisted in using timely economic information as a basis for readjusting enterprise.....		10	206
207. Number of families following other specific practice recommendations: ¹			} 207
(a)			
(b)			

BEES—CONTINUED

208. Number of farmers following recommendations in transferring colonies to modern hives.....			208
209. Number of colonies involved in question 208.....			209
210. Number of farmers following disease-control recommendations.....			210
211. Number of farmers following requeening recommendations.....			211
212. Number of farmers following marketing recommendations.....			212
213. Number of farmers following other specific practice recommendations: ¹			} 213
(a)			
(b)			

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

DAIRY CATTLE, BEEF CATTLE, SHEEP, SWINE, AND HORSES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Other livestock ¹ (f)	
214. Days devoted to line of work by:							
(1) Home demonstration agents.....							} 214
(2) 4-H Club agents.....							
(3) Agricultural agents.....	5			25			
(4) Specialists.....							
215. Number of communities in which work was conducted.....	2			10			215
216. Number of voluntary local leaders or committeemen assisting.....				5			216
217. Days of assistance rendered by voluntary leaders or committeemen.....				5			217
218. Number of adult result demonstrations conducted.....							218
219. Number of meetings at result demonstrations.....							219
220. Number of method-demonstration meetings held.....							220
221. Number of other meetings held.....				1			221
222. Number of news stories published.....				1			222
223. Number of different circular letters issued.....							223
224. Number of farm or home visits made.....	10			266			224
225. Number of office calls received.....	15			75			225
226. Number of 4-H Club members enrolled.....	2						} 226
(1) Boys.....							
(2) Girls.....							
227. Number of 4-H Club members completing.....	2						} 227
(1) Boys.....							
(2) Girls.....							
228. Number of animals in projects conducted by 4-H Club members completing.....	2						228
229. Number of farmers assisted in obtaining purebred sires.....	2			2			229
230. Number of farmers assisted in obtaining high-grade or purebred females.....	5			2			230
231. Number of bull, boar, ram, or stallion circles or clubs organized or assisted.....							231
232. Number of members in preceding circles or clubs.....							232
233. Number of herd or flock-improvement associations organized or assisted.....							233
234. Number of members in these associations.....							234
235. Number of farmers not in associations keeping performance records of animals.....							235
236. Number of families assisted in home butchering, meat cutting, and curing.....	XXXX			50	XXXX		236
237. Number of families assisted in butter and cheese making.....		XXXX	XXXX	XXXX	XXXX	XXXX	237
238. Number of farmers following parasite-control recommendations.....	20			150			238
239. Number of farmers following disease-control recommendations.....				100			239
240. Number of farmers following marketing recommendations.....	10			25			240
241. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....				10			241

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

16-5426

AGRICULTURAL ECONOMICS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Public problems and economic planning on county or community basis ¹	FARM MANAGEMENT			Outlook	Marketing, buying, selling, and financing	
		Farm records (inventories, accounts, etc.)	Individual farm planning	Farm and home planning (short and long time)			
	(a)	(b)	(c)	(d)	(e)	(f)	
244. Days devoted to line of work by:							
(1) Home demonstration agents.....							} 244
(2) 4-H Club agents.....							
(3) Agricultural agents.....	10	5					
(4) Specialists.....	8	8					
245. Number of communities in which work was conducted.....							245
246. Number of voluntary local leaders or committeemen assisting.....							246
247. Days of assistance rendered by voluntary leaders or committeemen.....							247
248. Number of adult result demonstrations conducted.....							248
249. Number of meetings at result demonstrations.....							249
250. Number of method-demonstration meetings held.....							250
251. Number of other meetings held.....							251
252. Number of news stories published.....							252
253. Number of different circular letters issued.....							253
254. Number of farm or home visits made.....	100	50					254
255. Number of office calls received.....	10	5					255
256. Number of 4-H Club members enrolled.....							} 256
(1) Boys.....	XXXX			XXXX	XXXX	XXXX	
(2) Girls.....	XXXX			XXXX	XXXX	XXXX	
257. Number of 4-H Club members completing.....							} 257
(1) Boys.....	XXXX			XXXX	XXXX	XXXX	
(2) Girls.....	XXXX			XXXX	XXXX	XXXX	
258. Number of farmers keeping farm accounts throughout the year under supervision of agent.....							10 258
259. Number of farmers keeping cost-of-production records under supervision of agent.....							2 259
260. Number of farmers assisted in summarizing and interpreting their accounts.....							3 260
261. Number of farmers assisted in making inventory or credit statements.....							5 261
262. Number of farmers assisted in obtaining credit.....							10 262
262½. Number of 4-H Club members receiving instruction in credit.....							262½
263. Number of farmers assisted in making mortgage or other debt adjustments.....							2 263
264. Number of farm credit associations assisted in organizing during the year.....							264
265. Number of farm business or enterprise-survey records taken during year.....							2 265
266. Number of farmers making recommended changes in their business as result of keeping accounts or survey records.....							3 266
267. Number of other farmers adopting cropping, livestock, or complete farming systems according to recommendations.....							267
268. Number of farmers advised relative to leases.....							268
269. Number of farmers assisted in developing supplemental sources of income.....							10 269
270. Number of families assisted in reducing cash expenditure:							} 270
(a) By exchange of labor or machinery.....							
(b) By bartering farm or home products for other commodities or services.....							
(c) By producing larger part of food on farm.....							
(d) By making own repairs of buildings and machinery.....							

¹ Include county agricultural planning, taxation, land utilization, and economic basis of extension programs.

AGRICULTURAL ECONOMICS—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

271. Number of urban families moving to farms who have been assisted in getting established.....	271
272. Number of farm families on relief assisted to become self-supporting.....	272
273. Number of marketing associations or groups ¹ assisted in organizing during the year.....	273
274. Number of marketing associations or groups ¹ previously organized assisted by extension agents this year.....	274
275. Membership in associations and groups organized or assisted (273 and 274).....	275
276. Number of individuals (not in associations) assisted with marketing problems.....	276
276½. Number of 4-H Club members receiving instruction in marketing.....	276½
277. Number of families following other specific practice recommendations.....	277

ITEM	Standard- izing, packaging, or grading	Processing or manu- facturing	Locating markets and transportation	Use of current market information	Financing	Organiza- tion	Accounting	Keeping member- ship informed	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
278. Number of organizations assisted with problems of.....									278
279. Number of individuals (not in organizations) assisted with problems of.....					XXXX	XXXX	XXXX	XXXX	279

ITEM	Hay and grain	Cotton	Tobacco	Dairy products	Livestock	Wool	
	(a)	(b)	(c)	(d)	(e)	(f)	
280. Value of products sold by all associations or groups organized or assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	280
281. Value of products sold by individuals (not in organizations) assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	281

ITEM	Fruits and vegetables	Poultry and eggs	Home products				
			Food	Handicraft			
	(g)	(h)	(i)	(j)	(k)	(l)	
280. Value of products sold by all associations or groups organized or assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	280
281. Value of products sold by individuals (not in organizations) assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	281

ITEM	Livestock	Feed for livestock	Farm equipment	Oil and gas	Fertilizer, seed, and other farm supplies	Home equipment	Home supplies	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	
282. Value of supplies purchased by all associations or groups organized or assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	282
283. Value of supplies purchased by individuals (not in organizations) assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	283

¹ Include independent local associations, units of federations, branches of centralized organizations, terminal sales agencies, production associations which do buying or selling, and curb and home demonstration club markets.

FOODS AND NUTRITION

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Food selection and preparation	Food preserva- tion	
	(a)	(b)	
284. Days devoted to line of work by:			
(1) Home demonstration agents.....			} 284
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) Specialists.....			
285. Number of communities in which work was conducted.....			285
286. Number of voluntary local leaders or committeemen assisting.....			286
287. Days of assistance rendered by voluntary leaders or committeemen.....			287
288. Number of adult result demonstrations conducted.....			288
289. Number of meetings at result demonstrations.....			289
290. Number of method-demonstration meetings held.....	(1) By agents or specialists.....		} 290
	(2) By leaders.....		
291. Number of other meetings held.....	(1) By agents or specialists.....		} 291
	(2) By leaders.....		
292. Number of news stories published.....			292
293. Number of different circular letters issued.....			293
294. Number of farm or home visits made.....			294
295. Number of office calls received.....			295
296. Number of 4-H Club members enrolled.....	(1) Boys.....		} 296
	(2) Girls.....		
297. Number of 4-H Club members completing.....	(1) Boys.....		} 297
	(2) Girls.....		
298. Number of units in projects conducted by 4-H Club members completing:			
(a) Dishes of food products prepared.....	(b) Meals planned and served.....		} 298
(c) Quarts canned.....	(d) Other containers of jelly, jam, and other products.....		
(e) Pounds of vegetables and fruits stored or dried.....			
299. Number of families budgeting food expenditure for a year.....			
300. Number of families following food-buying recommendations.....			300
301. Number of families serving better-balanced meals.....			301
302. Number of families improving home-packed lunches according to recommendations.....			302
303. Number of schools following recommendations for a hot dish or school lunch.....			303
304. Number of children involved in question 303.....			304
305. Number of families following recommended methods of child feeding.....			305
306. Number of individuals adopting recommendations for corrective feeding (such as weight control, anemia, pellagra, and constipation).....			306
307. Number of families producing and preserving home food supply according to annual food-supply budget.....			307
308. Number of families assisted in the canning or otherwise preserving of fruits, vegetables, and meats.....			308
309. Number of quarts canned by families reported under question 308. (Do not include 4-H Club members).....			309
310. Number of other containers of jam, jelly, or other products made by families reported under question 308. (Do not include 4-H Club members).....			310
311. Total estimated value of all products canned or otherwise preserved (questions 298, 309, 310) \$.....			311
312. Number of families following recommendations for the storage of home food supply.....			312
313. Number of families assisted in using timely economic information as a basis for readjusting family food supply.....			313

CHILD DEVELOPMENT AND PARENT EDUCATION

Report Only This Year's Extension Activities and Results That Can Be Verified

314. Days devoted to line of work by:		
(a) Home demonstration agents.....	} 314
(b) 4-H Club agents.....	
(c) Agricultural agents.....	
(d) Specialists.....	
315. Number of communities in which work was conducted.....		315
316. Number of voluntary local leaders or committeemen assisting.....		316
317. Days of assistance rendered by voluntary leaders or committeemen.....		317
318. Number of adult result demonstrations conducted.....		318
319. Number of meetings at result demonstrations.....		319
320. Number of method-demonstration meetings held.....	{ (a) By agents or specialists..... (b) By leaders.....	} 320
321. Number of other meetings held.....	{ (a) By agents or specialists..... (b) By leaders.....	} 321
322. Number of news stories published.....		322
323. Number of different circular letters issued.....		323
324. Number of farm or home visits made.....		324
325. Number of office calls received.....		325
326. Number of 4-H Club members enrolled.....	{ (a) Boys..... (b) Girls.....	} 326
327. Number of 4-H Club members completing.....	{ (a) Boys..... (b) Girls.....	} 327
328. Number of 4-H Club members not in special child-development projects who participated in definite child-development work.....		328
329. Number of families improving habits of children.....		329
330. Number of families substituting positive methods of discipline for negative ones.....		330
331. Number of families providing recommended play equipment.....		331
332. Number of families following recommendations regarding furnishings adapted to children's needs.....		332
333. Number of different individuals participating in child-development and parent-education program.....	{ (a) Men..... (b) Women.....	} 333
334. Number of children involved in question 333.....		334
335. Number of families following other specific practice recommendations: ¹		
(a).....	} 335
(b).....	
(c).....	
(d).....	
(e).....	

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

CLOTHING

Report Only This Year's Extensive Activities and Results That Can Be Verified

336. Days devoted to line of work by:			
(a) Home demonstration agents.....			
(b) 4-H Club agents.....			
(c) Agricultural agents.....			
(d) Specialists.....			
337. Number of communities in which work was conducted.....			337
338. Number of voluntary local leaders or committeemen assisting.....			338
339. Days of assistance rendered by voluntary leaders or committeemen.....			339
340. Number of adult result demonstrations conducted.....			340
341. Number of meetings at result demonstrations.....			341
342. Number of method-demonstration meetings held.....	{ (a) By agents or specialists.....		342
	{ (b) By leaders.....		
343. Number of other meetings held.....	{ (a) By agents or specialists.....		343
	{ (b) By leaders.....		
344. Number of news stories published.....			344
345. Number of different circular letters issued.....			345
346. Number of farm or home visits made.....			346
347. Number of office calls received.....			347
348. Number of 4-H Club members enrolled.....	{ (a) Boys.....		348
	{ (b) Girls.....		
349. Number of 4-H Club members completing.....	{ (a) Boys.....		349
	{ (b) Girls.....		
350. Number of articles made by 4-H Club members completing.....	{ (a) Dresses.....		350
	{ (b) Other.....		
ITEM			
	Adults	Junior	
	(a)	(b)	
351. Number of individuals following recommendations in construction of clothing.....			351
352. Number of individuals following recommendations in the selection of clothing.....			352
353. Number of individuals keeping clothing accounts.....			353
354. Number of individuals budgeting clothing expenditures.....		X X X X X	354
355. Number of families following clothing-buying recommendations.....		X X X X X	355
356. Number of individuals improving children's clothing according to recommendations.....			356
357. Number of individuals following recommendations in improving care, renovations, and remodeling of clothing.....		X X X X X	357
358. Number of families assisted in using timely economic information in determining how best to meet clothing requirements.....		X X X X X	358
359. Total estimated savings due to clothing program.....	\$	\$	359
360. Number of individuals following other specific practice recommendations: 1	(a)		360
	(b)		

1 For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

HOME MANAGEMENT AND HOUSE FURNISHINGS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Home management	House furnishings	Miscellaneous
	(a)	(b)	
361. Days devoted to line of work by:			
(1) Home demonstration agents.....			} 361
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) Specialists.....			
332. Number of communities in which work was conducted.....			362
363. Number of voluntary local leaders or committeemen assisting.....			363
364. Days of assistance rendered by voluntary leaders or committeemen.....			364
365. Number of adult result demonstrations conducted.....			365
366. Number of meetings at result demonstrations.....			366
367. Number of method-demonstration meetings held.....	(1) By agents or specialists.....		} 367
	(2) By leaders.....		
368. Number of other meetings held.....	(1) By agents or specialists.....		} 368
	(2) By leaders.....		
369. Number of news stories published.....			369
370. Number of different circular letters issued.....			370
371. Number of farm or home visits made.....			371
372. Number of office calls received.....			372
373. Number of 4-H Club members enrolled.....	(1) Boys.....		} 373
	(2) Girls.....		
374. Number of 4-H Club members completing.....	(1) Boys.....		} 374
	(2) Girls.....		
375. Number of units in projects conducted by 4-H Club members completing.....		{ rooms articles }	articles } 375

HOME MANAGEMENT—Continued

376. Number of kitchens rearranged or improved for convenience according to recommendations.....	376
377. Number of families following recommendations in obtaining labor-saving equipment.....	377
378. Number of families adopting recommended laundering methods.....	378
379. Number of families assisted in home soap making.....	379
380. Number of families adopting recommended methods in care of house.....	380
381. Number of families assisted in making home-made equipment or conveniences.....	381
382. Number of women following a recommended schedule for home activities.....	382
383. Number of 4-H Club members keeping personal accounts.....	383
384. Number of families keeping home accounts according to a recommended plan.....	384
385. Number of families budgeting expenditures in relation to income according to a recommended plan.....	385
386. Number of families assisted in developing home industries as a means of supplementing income.....	386
387. Number of families following recommended methods in buying for the home (other than foods and clothing).....	387
388. Number of families assisted in using timely economic information as a basis for readjusting family living (other than reported under foods and clothing).....	388
389. Number of families assisted in making adjustments in home making to gain a more satisfactory standard of living.....	389

HOME HEALTH AND SANITATION—Continued

415. Number of 4-H Club members enrolled.....	{ (a) Boys..... (b) Girls..... }	415
416. Number of 4-H Club members completing.....	{ (a) Boys..... (b) Girls..... }	416
417. Number of 4-H Club members not in special health projects who participated in definite health-improvement work.....	{ (a) Boys..... (b) Girls..... }	417
418. Number of individuals having health examination on recommendation of extension workers or participating in health contests.....	{ (a) 4-H Club members..... (b) Others..... }	418
419. Number of individuals improving health habits according to recommendations.....		419
420. Number of individuals improving posture according to recommendations.....		420
421. Number of individuals adopting recommended positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.).....		421
422. Number of families adopting better home-nursing procedure according to recommendations.....		422
423. Number of families installing sanitary closets or outhouses according to recommended plans.....		50 423
424. Number of homes screened according to recommendations.....		15 424
425. Number of families following other recommended methods of controlling flies, mosquitoes, and other insects.....		10 425
426. Number of individuals enjoying improved health as a result of health and sanitation program.....		25 426
427. Number of families following other specific practice recommendations: ¹		
(a)	} 427	
(b)		

EXTENSION ORGANIZATION AND COMMUNITY ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Extension organization and program making	Community or country-life activities	
	(a)	(b)	
428. Days devoted to line of work by:			} 428
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	10		
(4) Specialists.....			
429. Number of communities in which work was conducted.....	10		429
430. Number of voluntary local leaders or committeemen assisting.....	15		430
431. Days of assistance rendered by voluntary leaders or committeemen.....	5		431
432. Number of meetings held.....			432
433. Number of news stories published.....			433
434. Number of different circular letters issued.....			434
435. Number of farm or home visits made.....	100		435
436. Number of office calls received.....	10		436

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

COMMUNITY OR COUNTRY-LIFE ACTIVITIES—Continued

437. Number of communities assisted in making social or country-life surveys, or in scoring themselves or their community organizations.....	437
438. Number of country-life conferences or training meetings conducted for community leaders.....	438
439. Number of community groups assisted with organizational problems, programs of activities, or meeting programs.....	439
440. Number of communities developing recreation according to recommendations.....	440
441. Number of families following recommendations as to home recreation.....	441
442. Number of community or county-wide pageants or plays presented.....	442
443. Number of community houses, clubhouses, permanent camps, or community rest rooms established for.....	443
(a) Adults.....	}
(b) Juniors.....	
444. Number of communities assisted in establishing work centers for canning, seed treatment, meat curing, etc.....	444
445. Number of communities assisted in improving hygienic or public-welfare practices.....	445
446. Number of school or other community grounds improved in accordance with plans furnished.....	446
447. Number of communities assisted in providing library facilities.....	447
448. Number of 4-H Clubs engaging in community activities, such as improving school grounds, conducting local fairs, etc.....	448
449. Number of families aided in obtaining assistance from Red Cross or other relief agency.....	449

MISCELLANEOUS ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Coyotes and other predatory animals	Rodents	General-feeder insects ¹	Weeds	
	(a)	(b)	(c)	(d)	
450. Days devoted to line of work by:					} 450
(1) Home demonstration agents.....					
(2) 4-H Club agents.....		15			
(3) Agricultural agents.....					
(4) Specialists.....					
451. Number of communities in which work was conducted.....		5			451
452. Number of voluntary local leaders or committeemen assisting.....					452
453. Days of assistance rendered by voluntary leaders or committeemen.....					453
454. Number of adult result demonstrations conducted.....					454
455. Number of meetings at result demonstrations.....					455
456. Number of method-demonstration meetings held.....					456
457. Number of other meetings held.....					457
458. Number of news stories published.....					458
459. Number of different circular letters issued.....					459
460. Number of farm or home visits made.....		70			460
461. Number of office calls received.....		10			461
462. Number of farmers following recommendations.....		30			462
463. Pounds of poison used, or acres of weeds controlled.....		30			463
464. Total estimated saving due to control program.....	\$	\$2000	\$	\$	464

MISCELLANEOUS 4-H CLUBS (Indicate by name)

ITEM	Leadership	(b)	(c)	(d)	
	(a)				
465. Number of 4-H Club members enrolled.....	(1) Boys.....				} 465
	(2) Girls.....				
466. Number of 4-H Club members completing.....	(1) Boys.....				} 466
	(2) Girls.....				

¹ Include grasshoppers, army worms, chinch bugs, and other insects not reported under specific crop or livestock headings.

SOIL CONSERVATION AND OTHER WORK

ITEM	Soil conservation	All other work	
	(a)	(b)	
467. Days devoted to line of work by:			
(1) Home demonstration agents.....			} 467
(2) 4-H Club agents.....			
(3) Agricultural agents.....	10		
(4) Specialists.....			
468. Number of communities in which work was conducted.....	3		468
469. Number of voluntary local leaders or committeemen assisting.....	2		469
470. Days of assistance rendered by voluntary leaders or committeemen.....	5		470
471. Number of adult result demonstrations conducted.....			471
471½. Number of meetings at result demonstrations.....			471½
472. Number of method-demonstration meetings held.....			472
473. Number of other meetings held.....	1		473
474. Number of news stories published.....			474
475. Number of different circular letters issued.....	1		475
476. Number of farm or home visits made.....	140		476
477. Number of office calls received.....	10		477
478. Number of 4-H Club members enrolled. (Do not include work previously reported.)	(1) Boys..... (2) Girls.....	x x x x x x x x	} 478
479. Number of 4-H Club members completing. (Do not include work previously reported.)	(1) Boys..... (2) Girls.....	x x x x x x x x	} 479
479½. Number of units in projects conducted by 4-H Club members completing. (Do not include work previously reported.)		x x x x	479½
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SOIL CONSERVATION—Continued

ITEM	Number of farms	Number of units	
	(a)	(b)	
480. Tests for soil acidity.....	10	150 acres.	480
481. Applying lime materials.....	25	30 tons.	481
482. Tests for plant-food deficiencies.....		acres.	482
483. Applying recommended fertilizers.....	20	3 tons.	483
484. Proper land use—based on soil types (use of soil-survey maps).....		acres.	484
485. Using recommended crop rotations.....	10	500 acres.	485
486. Plowing under green manure.....	30	300 acres.	486
487. Controlling soil blowing.....		acres.	487
488. Strip cropping.....		acres.	488
489. Using cover crops.....	10	200 acres.	489
490. Approved summer-fallow.....		acres.	490
491. Constructing terraces. (Reported under question 170, p. 13.).....	x x x x	x x x x	491
492. Controlling gullies. (Reported under question 170½, p. 13.).....	x x x x	x x x x	492
493. Growing crops on contour. (Reported under question 170½, p. 13.).....	x x x x	x x x x	493
494. Pasture and range improvement by contouring.....		acres.	494
495. Grazing waterways.....		acres.	495
496. Depth of moisture tests.....		acres.	496
497. Floodwater control for crop production.....		acres.	497
498. Farms in:			
(1) Legal soil-conservation districts.....		acres.	498
(2) Voluntary soil-conservation associations.....		acres.	
(3) Grazing associations.....		acres.	
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WORK IN COOPERATION WITH OTHER FEDERAL AGENCIES¹

The purpose of this report on work in cooperation with other Federal agencies is to bring together in one place all the work done in relation to the programs of these agencies regardless of duplication. Include all related work reported under regular project headings on preceding pages, and in addition all other assistance rendered such agencies.

ITEM	AGRICULTURAL ADJUSTMENT ADMINISTRATION			Soil Con- servation Service	Farm Security & Adminis- tration	
	Agricul- tural conser- vation program	Market agreement and order program	Surplus purchase and diversion program			
	(a)	(b)	(c)			
499. Days devoted to line of work by:						
(1) Home demonstration agents.....						} 499
(2) 4-H Club agents.....						
(3) Agricultural agents.....				10	5	
(4) Specialists.....						
500. Number of communities in which work was conducted.....				10	6	500
501. Number of voluntary local leaders or committeemen assisting.....						501
502. Days of assistance rendered by such leaders or committeemen.....						502
503. Number of paid local leaders or committeemen assisting.....						503
504. Days of assistance rendered by paid local leaders.....						504
505. Number of meetings held.....				1		505
506. Number of news stories published.....						506
507. Number of different circular letters issued.....				1	1	507
508. Number of farm or home visits made.....				50	16	508
509. Number of office calls received.....				10	5	509
510. Number of farms or homes directly assisted by extension agents to carry out the program of the agency.....				50	10	510
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¹ Farm Credit Administration not included, since provision is made for reporting work on farm and home financing in col. (4), p. 16.

WORK IN COOPERATION WITH OTHER FEDERAL AGENCIES¹—Continued

The purpose of this report on work in cooperation with other Federal agencies is to bring together in one place all the work done in relation to the programs of these agencies regardless of duplication. Include all related work reported under regular project headings on preceding pages, and in addition all other assistance rendered such agencies.

ITEM	Rural Elec- trifi- cation (f)	Tennessee Valley Authority (g)	Works Progress Adminis- tration (h)	National Youth Adminis- tration (i)	Social Security, Public Health, Children's Bureau (j)	All other (including relief) (k)
499. Days devoted to line of work by:						
(1) Home demonstration agents.....						} 499
(2) 4-H Club agents.....						
(3) Agricultural agents.....						
(4) Specialists.....						
500. Number of communities in which work was conducted.....						500
501. Number of voluntary local leaders or committeemen assisting.....						501
502. Days of assistance rendered by such leaders or committeemen.....						502
503. Number of paid local leaders or committeemen assisting.....						503
504. Days of assistance rendered by paid local leaders.....						504
505. Number of meetings held.....						505
506. Number of news stories published.....						506
507. Number of different circular letters issued.....						507
508. Number of farm or home visits made.....						508
509. Number of office calls received.....						509
510. Number of farms or homes directly assisted by extension agents to carry out the program of the agency.....						510
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¹ Farm Credit Administration not included, since provision is made for reporting work on farm and home financing in col. (k), p. 15.