

NARRATIVE REPORT OF AGRICULTURE EXTENSION WORK

IN

WARWICK CITY, VIRGINIA

1953

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FOREWARD

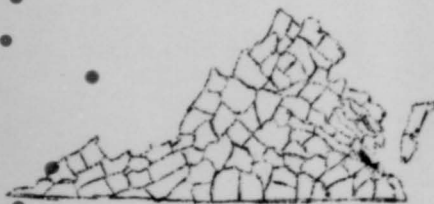
The purpose of this narrative is to bring together some measure of the progress that was made toward carrying out the Extension Plan of work that was set up by the Agricultural Planning Board at the beginning of the year.

The agent extends due credit and appreciation to all agencies, groups and individuals who helped in setting up and carrying out the program.

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## HISTORY OF WARWICK



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Warwick City, named for Robert Rich, Earl of Warwick, was one of the eight original Virginia shires formed in 1634. In 1621 Newport News, named for Sir William Newce or Captain Christopher Newport or both, was settled. Warwick's first courthouse in 1691 was at Denbigh Plantation (Deep Creek), the estate of Colonel Samuel Mathews. In 1810 the county seat was moved two miles east to its present location, also named Denbigh.

Newport News, incorporated as an independent city in 1896, had a population of 42,358 in 1950. Warwick County's population was 39,875. Tremendous growth since 1940 has made Warwick essentially an urban area. Since 1945 it had county manager form of government and county-wide police and fire protection, public health and welfare services, mosquito control, public works, sewage disposal, garbage collection, and a highly integrated finance department. It became a first class city by referendum July 16, 1952. Among Virginia cities, it is first in land area and seventh in population.

This area figured in important naval and military actions of the colonial period and the first century of the new republic. The Jamestown settlers clashed with the Indians here on several occasions. In the Revolutionary War, Warwick was pillaged by British forces based in Hampton Roads and experienced minor clashes in the greater conflict which ended with the British surrender at Yorktown in 1781. In the War Between the States, the Battle of the Ironclads occurred near Warwick's shores, and at Lee Hall Federal forces holding Fort Monroe on Chesapeake Bay were met by Confederate forces moving south from Richmond. There are today several important military installations in the City, the most important of which is Fort Sustain, Transportation Corps Center for the U. S. Army.

Warwick City (area: land 59.81 sq. mi. or 38,278.4 acres - water 46 sq. mi.) is a narrow strip along the James River. Altitudes run from sea level to about 70 feet. Temperatures average 41° in January, 77° in July. Precipitation is about 46 inches annually. Sand, gravel, and clay are the only mineral resources. About one-third of the land is wooded. Seafood is the most important natural resource. The James River oyster rocks are world famous, and other fishing engages the local fishermen when the oyster season ends. Only a small portion of the land is in farms, and two-thirds of all farms are part-time or residential. Many of the commercial farms belong to skilled Mennonite farmers who moved to Warwick about 50 years ago. Dairy and poultry products are the chief sources of farm income.

Manufacturing employs the greatest number of people in Warwick and Newport News and is varied in character, although the best known and largest enterprise is shipbuilding. Other manufactures include frozen and canned seafoods, apparel, ship canvas and awnings, mattresses, instruments, marine valves, lumber and millwork ship furniture, paper bags, commercial printing, building blocks, mica products, aluminum windows, aluminum awnings, bottle openers, truck bodies, slide fasteners, and power puffs. Several large construction firms are located in the area.

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Large coal shipments go through the Port of Newport News which is the terminal of a railroad serving the coalfields of West Virginia. The Patrick Henry Airport in Warwick City, owned and operated by the four major political jurisdictions of the Lower Peninsula, is a Class III terminal and will be improved and expanded. The Patrick Henry Hospital for the Chronically Ill at Denbigh is an unusual community project. There are three hospitals in Newport News. The Apprentices School of the Newport News Shipbuilding and Dry Dock Company trains young men for the shipbuilding industry. The Warwick Library at Hilton Village serves the City and Newport News has its own public library. Three museums in the City are the famous Mariners' Museum, the Golf Museum, and the War Memorial Museum.

III. TYPE OF AGRICULTURE

WARWICK CITY IS LOCATED NEAR THE LOWER END of the Peninsula of Virginia. Its urban area merges in with the city of Newport News, Virginia, south of Hilton Village. It is bordered on the west by the James River which empties into the Chesapeake Bay nearby. James City county forms the northwestern border of the city, York county the north-eastern and eastern boundary, and Hampton city the southeastern and eastern boundary.

THE PRINCIPAL TYPES OF FARMING ARE general, dairying, fruit-growing, poultry, truck, and livestock. The dairy and poultry are the leading types. The main farming area is located in the north and north-western section of the city. It is especially progressive in the Mennonite Colony and wherever they own land. The 1950 census showed 146 farms having 6,645 acres. The average size of the farms is 45.6 acres.

IV. ORGANIZATION

The City Agricultural organizational set-up is as follows:

City Agricultural Extension  
Planning Board

4-H City Council

Peninsula DHTA

Lower Peninsula Agricultural  
Extension School

Artificial Breeder's Association

4-H Clubs

Tidewater Beekeeper's Association

Agricultural Mobilization Board

Colonial Soil Conservation District  
including Hampton, York & James  
City

Home Demonstration Clubs

V. MAJOR ADULT & YOUTH PROJECTS 1953

Pasture Improvement

A - Synopsis of Situation

1. The pasture improvement program will be continued this year. There is still a strong need for educational work in maintaining a balance of grass and legumes; managing and establishing pastures in such way that there will be more grazing through dry spells, fall, winter, and early spring periods. Increasing the acreage of pasture to allow for economical expansion of dairy, livestock, and poultry enterprises and more use of surplus pasture for silage.

B - Goals

1. Improve pastures on at least 200 acres.
2. Establish well balanced pastures on at least 75 more acres that are now idle or being used in unproductive ways.
3. Establish winter cover and grazing crops on at least 75% of the corn acreage.
4. Have at least 10 farmers eligible for pasture certificates.
5. Have at least one pasture irrigation system installed.

C - Methods

1. The group meeting instructional work will be done through the Agricultural School supper meetings. These meetings will include discussions on all phases of agriculture common to this area.
2. These meetings will be supplemented by the following:
  - a. Pasture tour
  - b. Pasture sodding demonstration.
  - c. Letters
  - d. Personal visits
  - e. Soil sampling
  - f. Publicity - news stories, etc.
  - g. Awarding pasture certificates in recognition of outstanding work in pasture development.
  - h. Irrigation tours or visits.

D - Results

All the farmers in this area who make their living off the farm have been sold on the value of good pasture.

The drought of this past summer severely affected pastures, but the high state of fertility maintained on most pastures caused a quick response when rains came.

At least 270 acres of pasture land were improved this year by use of fertilizer, lime, re-seeding, clipping and rotation. A definite pasture grazing rotation system was put into effect by three more farmers this year. This point has been stressed by the educational program.

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Mr. John Messic, A. C. Holloway, Allen Hertzler, Oliver Hertzler, C. E. Carter, Morris Yoder, Ben Kornhaus and C. E. Nelson have made outstanding progress in their pasture practices. These men follow recommendations of the office very closely.

Plans for a pasture tour and seeding demonstration were not carried out due to unfavorable weather conditions; therefore, most of the instruction was done by personal visits, regular monthly meetings, news stories and letters.

Permanent pasture was established on about 110 acres of land that had been here-to-fore idle. Some of this land was in unproductive woods and some in weeds and Johnson grass. This goal was accomplished on the farms of John Messic, A. S. Holloway, Fred Slabough, W. C. Dudley, C. E. Carter, Norwood Ferguson, Milford Hertzler, B. H. Kornhaus and Morris Yoder.

The goal to establish winter cover and grazing crops on 75% of the corn acreage was well reached. Combinations of crimson clover and rye grass, rye grass and small grains, and small grains furnished green grazing the winter through on all of the dairy farms. Many of them used extra growth of these crops for silage in the spring, thus helping in the dry period this summer.

I think that the most notable progress of the year in pasture development has been in the field of winter pasture and utilization of early spring pasture growth and alfalfa as silage. Dairy cows were grazing fields of crimson clover, rye grass and small grains growing above four inches of snow on Oliver Hertzler's farm last winter.

A goal was set up to have at least one pasture irrigation system set up. Mr. Harvey Yoder irrigated two of his pastures from a near-by pond during the drought. The grass responded rapidly and attracted right much attention. Oliver Hertzler also used the aluminum pipe sprinkling system to a good advantage.

C. E. Carter is in the process of building a large pond on his beef cattle farm. He is dipping the pond out below some springs and in a draw rather than build a dam. He will have his alfalfa and pasture irrigation system in operation by next year.

I have found that the most effective teaching device in accomplishing the pasture program has been that of having at least one good meeting per year on pastures and, best of all, personal visits to the farms for soil samples and making recommendations on basis of these. While on these visits, the experiences of other farmers are pointed out for observation.

Some improvement has been noted in pasture tonnage due to the addition of other crops to the permanent mixture, such as red clover, alfalfa or alsike clover. This has given more grazing the first summer.

No one has to tell a dairy farmer here the value of fertilizer on pastures now. Their problem now is to get more efficient use during the dry months of the fertilizer they apply. Irrigation seems to be the only practical solution on some farms. It would not be practical on other farms.

The dairy farmers are rapidly discarding fescue grass as a pasture. They have found that even with careful management practice cows did not produce as much milk from it and would not eat it. They have found that orchard grass is much easier managed and more palatable.

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Several farmers are having their topdressing and other fertilizer hauled in by bulk now and spread on the field by the company. They have found this system more economical than by delivering in bags and being spread by the farmer.

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## Poultry Production

### A - Synopsis of Situation

1. Broiler and egg production and production of turkeys is still a good enterprise for this area. Several farmers have expanded their layer, turkey, and broiler business during the past year. Quality of product and economy of production will be the key to stability in the poultry industry.

### B - Goals

1. Encourage greater economy in production.
2. Increase the number of eggs per hen and pounds of broiler per pound of feed.
3. Strive for elimination of uncertified flocks.
4. Stress the importance of the strain selection of poultry for a specific use - all laying flocks should be from a laying strain and all broiler flocks from the broiler strain in any specific breed.

### C - Methods

1. Plan specific meetings for the poultry producers as the need arises. A full decision has not been made at this time as to how regular these meetings will be held.
2. These instructional meetings will be supplemented by the following:
  - a. Poultry culling demonstrations.
  - b. Poultry exhibits.
  - c. Timely visits to poultrymen.
  - d. News articles and stories.
  - e. Adult and youth result demonstrations.
  - f. Close work with the certified hatcheries.
  - g. Leader training meetings for the poultry leaders.

### D - Results

The educational work in the field of poultry was carried out by means of personal visits, monthly letters, a poultry tour and a one day poultry school at Gloucester.

- There was no notable progress made in poultry work. Number of poultry remained about stable with some increasing and some dropping out. The number of layers increased by about 1000.

- Hot weather cut production considerably this summer and the pasture program for pullets was short.

- Mr. George Brunk, Jr., of the Colony installed an automatic feeder for his broilers this year and is pleased with the results.

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A poultry tour was held by request of the poultrymen and with the help of Mr. Lee Herrick, Poultry Specialist. The tour was attended by 30 poultrymen from this and near-by counties. The feed dealers co-operated in this by furnishing refreshments.

Good feeding and sanitation practices are being carried out on all commercial farms.

Robert Shaeffer, George Brunk, Sam Brunk and Kenneth Zeigler operate their own individual dressing plants with established retail outlets for their dressed broilers.

Sam Johnson has established ladino clover pastures for growing out his hybrid pullets. He has built range shelters and installed automatic waterers. This system has helped lessen his disease mortality.

Sam Powell of Denbigh selected a new strain of Rhode Island Red layers this year. He is well pleased with egg production so far. The flock of 500 have been laying since July and have maintained from 80-85% production for some time. Careful selection of strains was emphasized in the program.

I have found that a poultry farm tour, one good day of poultry school covering the usual problems of poultrymen, personal visits and monthly letters are the best educational methods for the poultrymen. Monthly meetings have been tried, but were not well attended.

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Milk Production

A - Synopsis of Situation

1. There are twenty-two herds enrolled in the Peninsula DHIA with 1,461 cows on test. Eleven of these herds having 557 cows are in Warwick City. There are approximately 500 other milk cows not enrolled in DHIA and belonging to other dairy farmers. One of the largest milk producers in the city is not a member of DHIA, but does his own testing work.

B - Goals

1. Raise the level of the milk production and butter-fat production.
2. Help at least one farmer to become established in the dairy business.
3. Increase membership in DHIA.
4. Bring at least 50 more cows under the artificial breeding program.

C - Methods

1. The DHIA members are considered as result demonstrators of the better methods of producing milk; therefore, work will be continued with them as follows:
  - a. Holding one day dairy training school with specialists from VPI assisting.
  - b. Take as many farmers as possible to the State Dairymen's Convention.
  - c. Interest young farmers in taking dairy short courses at VPI.
  - d. Work closely with the local DHIA supervisor.
  - e. Discuss dairy problems at regular monthly meetings.
  - f. Publish news articles and stories.
  - g. The pasture and other feed group activities will affect this phase of the program.
  - h. Make personal timely visits to the demonstrators.
  - i. Use them as leaders in the dairy field and refer others to them for advice.
2. Work of the same nature as listed under DHIA will be done with and will be open to dairymen who are not members of the DHIA.

D - Results

Most of the work with dairymen was conducted through the local D.H.I.A.

One new member was added to the D.H.I.A. this year making a total of 12 members. These 12 members have a total of 624 cows on test. This is an increase of 72 cows over last year. Milk and butterfat production has been maintained at a high level this year with some slump during the dry spell. Seven of the herds maintained an average of between 30 and 40 pounds butterfat production throughout the year.

Milk was produced more economically last winter and spring than ever before due to the increase in number and quality of winter pastures. An increase in the number of grass silage users has also cut down on costs and helped to tide through the dry spell.

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This year noted an increase in milking parlors. We now have three milking parlors in operation.

A one day training school was conducted for dairymen of the area by Mr. R. G. Connelly with W. F. Ellmore assisting. About 40 members attended this school.

Several members attended the State Dairymen's Convention in Richmond.

All dairymen were visited at least three times during the year to give them an opportunity to present any problems that arose.

Strong emphasis was placed on increasing production of forage crops for cheaper milk production. This was done through the regular monthly agricultural meetings and by personal assistance. More alfalfa and red clover was seeded to increase hay supply. A better system of pasture management was worked out by means of rotational grazing and using more different mixtures to provide grazing throughout the year.

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## 4-H Program

### A - Synopsis of Situation

1. There are 45 boys and girls enrolled in 4-H agricultural projects at the beginning of the year. These come from four clubs. This number can be increased by adding new projects. Very few youth of this area are equipped, or so located, to carry agricultural projects. However, a need has been seen for increasing the youth training program by use of home ground improvement, health, electrical, safety, and other projects adapted to urban and suburban areas.

### B - Goals

1. Increase membership of 4-H club work as the demand arises.
2. Broaden the training activities of all members as much as possible.
3. Stress quality in work and careful selection of enterprises.
4. Help members in marketing their products.

### C - Methods

1. Organize two new clubs that have been requested.
2. Offer training in three new projects; namely home and rural electrification, health, and home ground improvements.
3. Send members to 4-H Short Course.
4. Have a recreational day at Jamestown 4-H Camp.
5. Take as many members as possible to Jamestown 4-H Camp.
6. Continue a 4-H Demonstration and Exhibition day.
7. Conduct regular monthly meetings.
8. Publicize activities of the 4-H club members.
9. Hold one leader's program with club members participating.
10. Plan special educational tours for the members.
11. Accept offers made by other groups to sponsor 4-H activities.
12. Observe 4-H National week.
13. Cooperate in establishing the National 4-H Club center.
14. Continue all past 4-H activities that have proven successful and that fit a changing situation.

### D - Results

The 4-H Club program was expanded this year to include 102 new members, three new clubs and three new projects. About 20 of the new members enrolled late and were not reported to the state office.

A club was organized in the Briarfield section of the city with an original enrollment of 28 members and later expanded to 56. This club has a monthly evening meeting in the Parkview Community Center. The projects include electrical and home ground improvement. The handicraft project of making foot stools created interest. The members finished about 28 stools. Thirteen members of this club went to 4-H camp.

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• The "Wee" Farmers club was born this year as an off-spring of the Farmers Club. This club is composed of 14 members between the ages of 9 and 12. Their projects included rabbits, garden, home ground improvement and electricity. They meet twice a month alternating in the homes of members.

• An un-organized club composed of 33 boys of the Mennonite group in the Colony school was met once per month. This group carried various agricultural projects.

The Farmers 4-H Club expanded their training activities by forming a health class in First Aid. The course was taught by a local Red Cross worker. Nine of the members completed the course.

Freddy Stratton and J. L. Durn of the Farmers and Big-4 Clubs attended Short Course at V.P.I., along with members of the girls' clubs.

One of the outstanding events of the year was the annual recreational day at the Jamestown 4-H camp. About 200 members and leaders from the 14 clubs of the city were transported to the camp by buses hired by the Bank of Warwick. The group arrived at 10:00 a.m., and enjoyed swimming, picnicing and games until 4:00 p.m. This activity is the only one of the year that gives all members of the various clubs an opportunity to become acquainted and play together.

• Sixty-seven members of the various clubs attended Jamestown 4-H Club Camp. This was the largest group ever attending from the city. They received training in handicraft, swimming, wildlife, recreation and etiquette.

The most interesting function of the year was the Tri-4-H Fair held September 12. The Warwick group invited the clubs of Hampton and York to combine into a Tri-area fair. A hard working group of adult leaders and committeemen raised over one-thousand dollars for this event used in preparing the facilities and payment of prizes.

A large number of lamps and other electrical appliances made by the members were exhibited. Other exhibits included crops, vegetables, canned goods, livestock, poultry, rabbits, dresses, cakes and cookies. The State Forest Service, Virginia Electric and Power Company and Rabbit Breeders' Association made some special exhibits. The night program drew interest with a dress review, electrical demonstrations and Jug Band numbers.

Approximately 500 people attended the day long event.

• National 4-H Club week was observed with radio programs, demonstrations to civic groups, Buritan clubs and Kiwanis Club and window display.

The Sears Roebuck purebred sow ring established last year has just about run its course in the city. Zoning laws prohibit further expansion of this project. The project did accomplish a good purpose by adding about 20 registered sows and bears to the breeding stock of the lower Peninsula.

The boys and girls successfully raised and marketed 40 pigs from the five sows. The project will be transferred to Hampton and York next year.

Records are not complete at the writing of this but chances are that the clubs will come through with about 80% completion of projects.

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VI. NEARBY ADULT & YOUTH PROJECTS 1953

Corn, Small Grain, Soybean, and Hay Production

A - Synopsis of Situation.

1. The 100 bushel corn club demonstrations continue to be popular among many of the farmers. There are also several of the small farmers in the city who are not interested in joining the 100 bushel corn club, but who are planning on growing some corn and will be seeking information for the better methods. Several acres of idle land can be started back into production with corn the first year, followed by crimson clover or a small grain mixture for a soil protector, builder, and pasture with the idea of using for corn another year or developing into a permanent pasture. A few farmers have cleared up old lots of three or four acres by this method and are now making other more productive use of the land.

Small grain crops fit best here as a feed for poultry in the form of oats, and barley for hogs and are also adapted for use as winter pasture in mixtures or alone. Barley, rye, and oats are fitting well into the winter and spring pasture program here for the dairymen and livestock men. Some are combining one or the other with crimson clover and rye-grass, others are using them for nurse crops for establishment of permanent pastures and hay crops. There is a need for more intensified work in this direction.

Soybeans are still being used economically as a cash crop and as a soil improver and a supplementary pasture crop along with sudan grass.

The drought of last year brought to the attention of farmers the need for more careful attention to a better planned hay program.

B - Goals

1. Increase the average yield of corn per acre on at least 10 farms.
2. Increase the use of small grains as a winter cover and pasture crop and as a nurse crop for permanent pasture.
3. Have at least 16 farmers following this practice.
4. Increase the yield of oats and barley as a feed crop by having at least five farmers top-dress with nitrogen or 14-0-14, whichever seems more practical.
5. Increase the use of soybeans as a soil improver by using as a green manure crop.
6. Increase yield of soybeans by use of newer varieties and more careful attention to planting and harvesting practices.
7. Increase the acreage of alfalfa by at least 30 acres.
8. Increase the acreage of Red Clover by at least 10 acres.

C - Methods

1. Continue a 100 bushel corn club with group instructions being channelled through the Agricultural Extension School supper meetings.
2. Discuss the soybean and use of small grain practices at these meetings also.

3. Consider the 100 bushel corn club members as result demonstrators of better methods of producing corn and show how small grains and soybeans can fit into the corn production program to increase yields of corn as well as being used to fit into the soil improving and pasture program.
4. Have a pasture, <sup>small</sup> grain, and corn tour as a means of instructing others in the economical use of these crops.
5. Supplement these methods by:
  - a. Visiting experimental plots with farmers.
  - b. Setting up demonstrations on some of the new varieties of corn.
  - c. Issue up-to-date bulletins, letters, and other instructional materials.
  - d. Personal timely visits to winter pasture demonstrators.
  - e. Publish newspaper articles and columns showing the experience of other farmers in the use of winter pasture crops in economical production of milk and other foods.
  - f. Conduct a corn planting demonstration and then follow up with how this land was used following corn in the production of winter pasture.
  - g. Continue demonstrations on the use of Williamsburg alfalfa.
  - h. Help individual farmers in the planning of hay acreage and in methods of establishing.

D - Results

The corn demonstrations did not result to any advantage so far as teaching is concerned. The better methods were used, but the dry weather cut production on all corn plots by at least 40%. About 50% of corn ordinarily saved for grain was put in the silo. It is interesting to note that those farmers who had followed a rigid system of building up organic matter supply in their soil suffered least from the dry weather.

Small grain, clover and rye grass, and mixtures of small grain were used more extensively as a result of a concentrated educational program on this. Some farmers seeded oats in their alfalfa and permanent pasture mixtures as a nurse crop with good results.

Mr. Oliver Hertzler helped in beating the drought by seeding 2 bushels of oats in his alfalfa last fall and using the first cutting in the spring as silage. Six farmers toppedressed their small grain with profitable results.

Soybean yield was cut way below average this year by the dry weather. Some of the fields were harvested for hay and some turned under for soil improver.

About 40 acres of Williamsburg alfalfa were seeded as a result of the educational program. Two of these were new growers of alfalfa.

Fifteen new acres of Red Clover were seeded for hay. Very little Red Clover is grown here but in some cases it fits into the program better than Lespedeza or Alfalfa. Some have seeded it in permanent pasture mixtures at rate of 3 pounds per acre to give more grazing during first summer.

Two farmers have added a hay crusher to their hay harvesting equipment. They have found that this attachment has made it possible to get their hay in

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the barn quicker and in better condition.

The individual visits, regular monthly meetings and soil testing service probably paid off more in the field of winter pasture program than any other phase. The outstanding pasture program of the winter resulted in surplus spring growth for silage and some carry over of hay. This added up to savings during the drought.

Some farmers got five cuttings of alfalfa in spite of the dry weather.

The educational program on higher production of corn per acre has cut down on the number of acres of corn, thus releasing more land for permanent pasture and hay production. Grass silage is replacing a percentage of the corn silage acreage.

Soil, Forest, and Wildlife Conservation and Use

A - Synopsis of Situation

1. This is by no means a minor project within itself, but it is very well taken care of through practices that are followed in programs heretofore discussed. Wildlife is, of course, limited in the city due to the density of population and is being quite well protected by posted territory and through feeding programs developed by the Mariners' Museum and the large amount of government owned property that can be used as a habitat for wildlife. Deer is probably the most plentiful wildlife and have, according to some of the farmers, become too plentiful.

A great body of forest land owned by private concerns, government agencies, and individuals is still in such form as to be unproductive now and with few plans for future production. However, owners of this property are becoming more aware of its potential value and are requesting information and thinking in terms of improvement.

Some of this forest territory can be more economically used for pasture land and other can be more economically used for future production of timber and some for housing developments and businesses.

Poor drainage is probably the greatest soil problem and the individual land owners are beginning to become more aware of how serious the problem is and some are taking steps to correct it.

B - Goals

1. To increase the acreage of "planned" forest by at least 30.
2. To bring at least 80 acres of the forgotten acres that are now in undesirable tree growth back into production of either pasture crop land or some other productive use.
3. To stress the importance of tile drainage wherever the same may be practical.
4. Recommend open ditches where they may be more practical and sodded sloped ditches wherever they may be practical.
5. Work with the city departments in their problems of drainage.
6. To emphasize the importance of carrying out a well planned farming program in whatever phase of farming is followed.
7. Proper placement of crops and a well planned pasture program in the milk production, poultry production, and livestock business will take care of soil conservation.
8. Help to bring at least 150 other acres of unused land into productive use.

C - Methods

1. Use the assistance of the Virginia Forest Service in the planning of individual forest lands wherever the same may be useful.
2. Set up forest improvement demonstrations.
3. Set up one forest tree and under-growth killing demonstration by use of chemicals to show this method of converting such land into pasture.

4. Work with individual farmers by advising them on methods of clearing forest in preparation for pasture or crops.
5. Stress the importance of forest, soil, and wildlife conservation with all organized groups and wherever the opportunity arises.
6. Personal visits to individual farmers in planning the farm operations.
7. Publish news stories and columns giving the experience of farmers in conservation methods.
8. Cooperate with all agencies recommending practical, economical, or profitable methods of soil, forest, and wildlife conservation.
9. Seek every opportunity to teach by showing what other farmers have done.

#### D - Results

It is always hard to measure results of conservation work as such in an area like this, because conservation is tied in with other farm operations rather than a showy system of terracing, strip cropping, etc. There is no need for terracing or strip cropping so the conservation program is mainly that of proper management of crop and pasture land in rotation and use.

Most of the forest land is under government control and managed by its own projects.

One demonstration was set up on undergrowth killing by use of chemicals. Good results were obtained. A section of the Mariners' Museum property was tree-killed in order to allow for better growth of pine seedlings. This is being used for a demonstration.

An effort was made to get some of the unproductive forest cleared out for pasture. About 50 acres were so handled.

The strongest work in soil conservation was in the field of grass land farming. A strong move to establish more permanent pasture and the covering of stubble land with cover crops has stopped a lot of leaching and sheet erosion that was taking place and increased fertility.

About 50% of the farmers follow the practice of having their soil tested as a guide to conservation of fertility. This 50% represents about all of the real farms in the city. Some of the farmers call on the agent each year for recommendations on basis of soil samples. This practice is growing each year.

Conservation practices have been more fully discussed under other sections of this report.

### Orchard, Small Fruits and Vegetables

#### A - Synopsis of Situation

1. There are several small farms in the city with a total of 1600 apple trees of bearing age. There is a total of 4000 bearing peach trees located on approximately ten farms. Most of the small fruit plantings are confined to home use. There is a good market for small fruits here. However, the labor problem prohibits planting them on a very large commercial basis.

The vegetable business has been on the decline for sometime and is still practical only for a few farmers who may be able to handle plots with their own labor.

Peaches continue to be a very profitable crop and educational emphasis will again be placed in this direction.

#### B - Goals

1. To increase production and improve quality of fruits and vegetables.
2. To stress the use of winter cover crops for orchards, gardens, and vegetable plots.
3. To stress the importance of home gardens to relieve the high cost of living by use of better methods.
4. To have at least four apple and peach producers follow a definite fertilizing program.

#### C - Methods

1. Conduct at least three peach and apple pruning demonstrations.
2. Conduct a fruit growers information and leader training school.
3. Conduct a home garden information and leader training school.
4. Make timely visits with specialists to commercial orchards.
5. Conduct at least one small fruit pruning demonstration.
6. Help the peach and apple growers in their marketing problems.
7. Stress a program that will lead to quality fruits.
8. Work closely with the roadside fruit and vegetable stand operators.
9. Publish timely news articles and columns giving the experience of others who have followed the better methods.
10. Distribute spray and pruning literature.
11. Conduct one spray demonstration.

#### D - Results

All methods of educational work set up in the fruit and vegetable field were carried out with results as follows.

The home garden information and leader training school was attended by about 50 men and women and the fruit growers' school by about 30.

In measuring the results of these meetings and other methods used, it boils down to only making a few general observations.

All fruit growers followed a definite spray and fertilizing program as

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provided by the office. A large crop of clean peaches went on the market at a very favorable price. Majority of the crop was sold for \$4.00 and over.

Home vegetable gardeners were hard hit by the drought. There was an increase in the number of home gardens last year and a definite improvement in insect and disease control. More gardeners are becoming conscious of the value of crimson clover and small grain as a cover crop to increase humus. Some gardeners are improving the physical condition of their soil by the use of sawdust.

fruit

- An increase in number of roadside/and vegetable stands was noted this year.

Contact with home gardeners was maintained by monthly letters, telephone calls and through a Sunday newspaper column. Specific results of this work are not measurable other than as set forth in statistical report.

Three small fruit and apple and peach pruning demonstrations were held with very poor attendance. The commercial growers are well trained in pruning.

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## Livestock

### A Synopsis of Situation

1. There are two right good size grade and purebred beef herds in the city now. One dropped out in the year 1952 to go into the dairy business. Four other farmers have a few head with intention of expanding. There is still right much interest among small part time farmers in keeping a few head of beef to grow into the business here or at some other location. These men are being closely worked with now. The low prices have not discouraged them too much, since the beef business has been a profitable business over a long period of years if handled properly. There may be a need for a little more expansion along this line especially with those who have land, but who don't have time and labor to intensify with such projects as poultry, dairy, and vegetables or who want experience for developing the business in some other location. They can keep their land in good shape by keeping a few head of beef, hogs, sheep, or other kinds of livestock on what pasture and hay they can develop with a little grain to supplement. In some cases it may be practical to have purebred stock, in others crosses or grades may suffice. There is still a need for better breeding and managing of hogs in places where hogs are practical and economical. There is a need for careful sanitation plans in reference to hog raising in order to keep down communicable diseases and produce more economical products.

### B - Goals

1. To increase the number of purebred sows and boars in the area by use of 4-H purebred sow demonstrations.
2. Work closely with the beef producers to increase quality and experience.
3. Help at least four more farmers interested in beef to increase their experience.
4. Help establish those new ones who are interested in livestock business.
5. Stress quality in blood lines and finished product as being very important influences in yielding a good market and economical production.

### C - Methods

1. Have at least two method demonstrations on the health and care of livestock.
2. Increase the efficiency of the 4-H Sears Roebuck sow ring by helping to make proper placement of the purebred stock.
3. Conduct a livestock leader training and information school with the help of specialists.
4. Discuss livestock problems at monthly supper meetings.
5. Make timely personal visits to livestock producers.
6. Distribute bulletins and letters, and publish experience news stories and columns on livestock production.
7. Exhibit livestock at 4-H Fair.
8. Stress good pasture and hay for economical production of livestock through pasture meetings and tours.
9. Cooperate fully with the State Department of Agriculture in controlling communicable diseases.

### D - Results

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D - Results

• All methods as set up were carried out.

As a result of the Sears Roebuck h-H sow project, 45 head of purebred sows and boars were added to the area. Twenty-five of these were sold as registered stock. This should go a long way toward improving the quality of hogs in this area.

• Livestock for meat purposes is not practical on a large scale here, therefore there is very little that can be done. Land is too high for farming other than dairy and poultry. Farms are too small for beef herds of any size.

• Three farmers were assisted in locating and selecting foundation stock for small herds.

Home Ground Improvement and Community Development

A - Synopsis of Situation

1. It is the pleasure of the Agricultural Extension Service office to cooperate with the various church groups, city departments, property developers, individual home owners, civic and community clubs and groups, Health department, Welfare Department, school and other groups in the overall program of developing strong, healthy, active, and more beautiful communities.

There are seven new churches and additions, two new and additions to Community Centers, and 15 new and additions to housing projects in the process of development now. Some are near completion and others are in starting or planning stage.

The City's population has increased to approximately 55,000 people. Many new homes are being built by private contractors and individuals. The expansion calls for careful attention and planning to meet the needs of the people in their various phases of living and is a challenge to all groups working toward a better city.

It is to this end that the Extension Service will cooperate as follows:

A. Health Department & Welfare

1. Work closely with these agencies in matters of health and needy families as affected by food production, sanitation of surroundings, recreation and education.
2. Conduct one first aid course through the 4-H Clubs.
3. Keep these departments informed of all problems that arise demanding their exclusive attention.

B. Public Works, Mosquito Control Commission and Other City Departments.

1. Work with these agencies on all problems as affected by drainage, sanitation, safety, or other factors in which Extension Service could lend itself cooperation.

C. Civic Groups & Clubs

1. The Ruritan, Rotary, Lions, Kiwanis, and Community Civic groups are very cooperative in rendering assistance to the educational program of Extension Service.
2. The Peninsula Association of Commerce and many commercial concerns are very cooperative.
3. Methods to be used in working with these organizations will be:
  - a. Serve as a member of the Agricultural planning committees or render advice and cooperation to these committees.
  - b. Help these organizations with other phases of their work whenever possible.
  - c. Accept all invitations to appear on the program of these groups.
  - d. Accept the good leadership offered by them.

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D. Schools

1. Render assistance to the schools in P.T.A. activities, and landscaping activities.
2. Help the teachers in planning and conducting field trips to farms.
3. Accept imitations to help with school agricultural or science programs.

E. Churches

1. Seek every opportunity to work closely with the churches in all activities closely allied in the betterment of the communities and city.
2. Render assistance in building and landscaping problems.

F. General Urban & Suburban Activities.

1. Conduct a leader training and information school for home gardeners.
2. Conduct a leader training and information school on landscaping and care of shrubbery.
3. Offer soil analysis service.
4. Conduct demonstrations on care of fruit trees and small fruit.
5. Visit the home and lot owners as time allows and problems justify.
6. Help the suburban land owners in planning their farms.
7. Distribute bulletins and letters.
8. Publish timely articles in Sunday news columns.
9. Take care of all telephone and office calls as promptly as possible.
10. Train leaders to help with urban problems.

B - Results

Assistance was rendered about 195 urban and suburban home owners in home ground improvement projects such as establishing and renovating lawns, planting shrubbery, and planning the home landscaping. Assistance was rendered many others on individual calls such as insect control.

A leader training and information school was given the urban people on garden problems. This school was attended by about 50 people. About 50 letters of information were sent out to home gardeners each month.

Three fruit tree pruning demonstrations were given for the benefit of urban families and many individuals were assisted with this problem.

An active part was taken in P. T. A. activities and two tours to farms were conducted for the elementary children.

An active part was taken in church and Ruritan club.

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Most of the work with urban and suburban people was in the form of attending to office visits, telephone calls, information through Sunday column, visiting and by letters. This kind of work is hard to measure in definite results.

Date November 24, 1953

Signed

B. O. Porterfield

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Norfolk State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>B. O. Parterfield</u>	<u>Agricultural Agent</u>	<u>Dec. 1, 1952</u>	<u>Dec. 1, 1953</u>
<u>Mary G. Stewell</u>	<u>Home Demonstration Agt.</u>	<u>Dec. 1, 1952</u>	<u>Dec. 1, 1953</u>



READ SUGGESTIONS ON PAGE 32

Approved:

Date \_\_\_\_\_

\_\_\_\_\_  
State Extension Director

Form ES-21  
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

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

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

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

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization of subject matter.

- 8b. For the definition of young men and women's work (YMW) see Items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding. Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

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

READ SECTIONS OF PAGE 33

Approved

Checked and Corrected

## EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	161		395	556
2. Office calls..... do	833		509	1342
3. Telephone calls..... do	2155		1446	3601
4. News articles or stories prepared Number	71		72	143
5. Broadcasts-made or prepared:				
a. Radio..... do	2		2	4
b. Television..... do	1		1	2
6. Bulletins distributed..... do	2300		869	3169
7. Adult result demonstrations conducted..... Number	12		12	24
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	8		12	20
(2)..... Attendance	225		204	429
b. YMW work:				
(1)..... Number	0		0	0
(2)..... Attendance	0		0	0
c. 4-H Club work:				
(1)..... Number	6		6	12
(2)..... Attendance	69		30	99
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	259		87	346
(2)..... Attendance	4574		1627	6201
b. YMW work:				
(1)..... Number	0		0	0
(2)..... Attendance	0		0	0
c. 4-H Club work:				
(1)..... Number	136		65	201
(2)..... Attendance	2535		2119	4654
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	110		0	110
(2)..... Attendance	1431		0	1431
b. YMW work:				
(1)..... Number	0		0	0
(2)..... Attendance	0		0	0
c. 4-H Club work:				
(1)..... Number	65		10	75
(2)..... Attendance	694		143	837

**EXTENSION ORGANIZATION AND PROGRAM PLANNING—Interpretation**

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

- ings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
- 14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here.
- 15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.

Item	County	Local	Total	Description
12	11		11	...
13	2		2	...
14	0	0	0	...
15	0	0	0	...
16	0	0	0	...
17	0	0	0	...
18	0	0	0	...
19	0	0	0	...
20	0	0	0	...
21	0	0	0	...
22	0	0	0	...
23	0	0	0	...
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93	0	0	0	...
94	0	0	0	...
95	0	0	0	...
96	0	0	0	...
97	0	0	0	...
98	0	0	0	...
99	0	0	0	...
100	0	0	0	...

## EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

a. Name of citizens' organization or group having legal or quasi-legal status, if any.....  
City Council  
 b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different  
 from "a".....

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

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general.....				
b. Agricultural.....	5	53	3	33
c. Home demonstration.....	1	24	3	70
d. Young men and women.....	0	0	0	0
e. 4-H Club.....	2	52	6	85

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

Item	A	B
	Number	Attendance
a. Community or local meetings.....	20	300
b. County meetings.....	2	44

14. Number of fact-finding surveys for program-planning purposes made during the year.....
15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	50	5	XXXX	XXXX
b. In adult home demonstration work.....	0	223	XXXX	XXXX
c. In young men and women's work.....	0	0	XXXX	XXXX
d. In 4-H Club work.....	7	19	0	0
e. Total number of DIFFERENT leaders.....	50	215	0	0

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 21
17. Number of members in such clubs or groups..... 524



PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12		12	24
19. Total days worked.....	285		291	576
20. Days devoted to—				
a. Adult work.....	195		153	348
b. YMW work.....	0		6	6
c. 4-H Club work.....	90		192	222
21. Days devoted to—				
a. Extension organization and program planning.....	63		64.5	127.5
b. In-service training of agents.....	9		3	12
c. Crops.....			48	48
d. Livestock.....			43.5	43.5
e. Marketing; distribution; and service organizations.....			9	9
f. Soil and water conservation and management.....			15.5	15.5
g. Forestry.....			3	3
h. Wildlife.....			0	0
i. Planning and management of the farm business.....			14.5	14.5
j. Farm buildings and farm mechanical equipment.....			4	4
k. House and surroundings, furnishings and equipment.....	76		24	100
l. Home management.....	2		0	2
m. Family economics.....	1		0	1
n. Clothing.....	57		0	57
o. Foods and nutrition.....	38		12.5	50.5
p. Health.....	0		1.5	1.5
q. Family life, child development, parent education.....	3		10	13
r. Safety.....	1		2	3
s. Community development and public affairs.....	11		11	22
t. Days that cannot be charged specifically to one of items a through s.....	24		25	49

CROPS—Production and Marketing—Interpretation

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

- B. Corn for silage and grain out for hay.
- C. Cottonseed and flax in those areas where they are grown for fiber.
- E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
- F. Coffee.
- G. Watermelons, cantaloups, and yams.
- H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
- 22. The voluntary local leaders or committeemen who have actively engaged in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
- 23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
- 24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
  - (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
  - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
  - (3) Probable number of OTHER PERSONS REACHED with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

mass media, including the passing on of extension information from one neighbor to another.

- (4) All other available evidence indicating the proportion of potential clientele; for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
- 25. Item should include—
  - a. The total number of persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "g"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
  - c. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42i.
  - e. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.
- 26. Item should include—
  - a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 58. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26b, c, or d.
  - b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
  - c. The use of market reports, supply and demand reports, outlook, etc.
  - d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pas- ture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local lead- ers assisting.....	16	18				5	17	11
23. Total number of persons con- tacted individually or through meetings.....	340	336				330	700	1875
24. Estimated total number of DIF- FERENT farmers and other individuals assisted directly or indirectly to adopt recommend- ed practices.....	125	118				185	450	1250
25. Estimated number of farmers and other individuals reported in item 24 assisted with—	95	88				120	290	530
a. Any phase of production.....								
Specific production and manage- ment practices incident to—								
b. Use of improved varieties and strains.....	45	62				35	71	31
c. Use of fertilizers.....	72	55				71	190	440
d. Control of injurious insects.....	41	21				32	150	500
e. Control of diseases.....	18	10				41	75	350
f. Harvesting, storing, and curing.....	10	32				0	82	0
g. Efficient work methods.....	16	8				5	25	16
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....	83					10	3	
Specific marketing practices in- cident to—								
b. Preparation for market.....	10					6	10	
c. Commodity outlook and market information.....	55					0	21	
d. Arranging to sell and selling.....	16					0	0	

## LIVESTOCK—Production and Marketing—Interpretation

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

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

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

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

30. Item refers to—

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

31. Item should include—

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

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting .....	10	6	5		6	10
28. Total number of persons contacted individually or through meetings.....	325	195	95		186	70
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	62	120	18		85	43
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management	41	75	16		38	27
Specific production and management practices incident to—						
b. Selection and breeding.....	18	38	3		22	10
c. Feeding.....	40	62	3		19	13
d. Controlling external parasites.....	10	43	2		21	10
e. Controlling diseases and internal parasites.....	8	38	1		16	10
f. Efficient work methods.....	5	21	3		5	1
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing.....	15	18	8		25	17
Specific marketing practices incident to—						
b. Preparation for market.....	8	7	1		3	4
c. Commodity outlook and market information.....	15	16	6		10	14
d. Arranging to sell and selling.....	2	1	1		8	3

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

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.

32. Item should include—

- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and pro-

- cessors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginner in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.  
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouse, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.

37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

## MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

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

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

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

Number

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

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

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

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

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

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

## 42. Item—

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

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

in saline-alkaline reclamation are to be included.

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

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

## 44. Item—

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

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

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

## SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	8	0	
40. Total number of personal contacts made individually or through meetings.....	330	18	
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	250	18	

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	45
b. Contour or strip cropping.....	0
c. Terracing.....	0
d. Grassing waterways.....	3
e. Water supply, storage, and distribution.....	0
f. Drainage.....	10
g. Irrigation.....	6
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	61
i. Use of fertilizers (commercial and barnyard).....	20
j. Production of soil-improvement crops.....	12
k. Crop rotations.....	12
l. Land clearing.....	16
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	2
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	7
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	0
d. Estimating and appraising.....	1
e. Production of maple-sirup products or naval stores.....	0
f. Treating wood products with preservatives (fence posts and building timbers).....	16
g. Marketing of forest products (includes markets and timber-selling practices).....	
h. Fire prevention.....	
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	
b. Making food and cover plantings for wildlife.....	
c. Protection of wildlife areas from fire or livestock.....	

**PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation**

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

**PLANNING AND MANAGEMENT OF THE FARM BUSINESS**

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

45. Number of voluntary local leaders assisting .....	9
46. Total number of persons contacted individually or through meetings .....	230
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices .....	130
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook .....	100
b. Keeping and analyzing farm records .....	66
c. Developing an over-all farm plan .....	4
d. Making needed adjustments in farm organization .....	0
e. Developing supplemental sources of income .....	0
f. Obtaining and using credit .....	0
g. Selecting a farm for rental or purchase .....	0
h. Obtaining, training, and using farm labor .....	3
i. Legal aspects of the farm business .....	0
j. Income-tax accounting and related problems .....	58
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers .....	
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers .....	

**FARM BUILDINGS AND MECHANICAL EQUIPMENT—Interpretation**

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

**FARM BUILDINGS AND MECHANICAL EQUIPMENT**

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting		
52. Total number of persons contacted individually or through meetings	25	21
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	10	6
		<i>Estimated number</i>
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		0
b. Construction of farm buildings		2
c. Remodeling or repairing farm buildings		4
d. Selection or construction of farm-building equipment		5
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		4
b. Developing labor-saving devices and equipment		0
c. Use, care, and repair of farm mechanical equipment		5
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		31

**THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—*Interpretation***

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

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

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

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

60. Item—

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

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

61. Item should include—

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

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

## THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting .....		46
58. Total number of persons contacted individually or through meetings .....	275	600
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices .....	171	500
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		
		Estimated number
a. Building a new house .....		15
b. Remodeling or repairing the house .....		20
c. Improving kitchen or laundry .....		15
d. Improving storage space .....		15
e. Selection, installation, use, and care of water and/or sewage systems .....		0
f. Selection, installation, use, and care of heating and/or cooling systems .....		0
g. Planning electrical systems .....		34
h. Landscaping home grounds .....		108
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment) .....		70
b. Selection, use, and construction of home furnishings .....		484
c. Repair, reconditioning, and care of home furnishings .....		70
d. Furniture arrangement and use of accessories .....		100
e. Color schemes and wall finishes .....		350
f. Floor finishes .....		200

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

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

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

Assistance includes work done—

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

66. Includes work done—

- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

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

## HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management	Family economics	Clothing
	A	B	C
62. Number of voluntary local leaders.....			21
63. Total number of persons contacted individually or through meetings.....	20	25	600
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	15	23	421
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			2
b. In improving housekeeping methods.....			15
c. With family laundering.....			9
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			0
b. With family financial planning.....			1
c. With keeping and analyzing home records.....			0
d. With family legal matters.....			22
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			330
b. With care and mending of clothing.....			5
c. With clothing construction.....			170
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			75
e. With good grooming and posture (personal appearance).....			300

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.
- c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

### FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	120		16	
69. Total number of persons contacted individually or through meetings.....	930	45	478	590
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	600	40	383	390
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				140
b. In selecting food.....				400
c. With meal planning and food preparation.....				400
d. With preservation and storage of food.....				132
e. In improving diets.....				300
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				0
b. First aid and home nursing.....				40
c. Dental health education.....				0
d. Health education leading to physical examination by a physician.....				0
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				2
b. Providing recommended play, clothing, and equipment suited to age of children.....				1
c. Understanding roles of family members and strengthening family relationships.....				0
d. Individual adjustments and personality development.....				13
e. Home and family recreation.....				375
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				385
b. Accident prevention around the farm and home.....				65
c. Accident prevention away from home place.....				0

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.

B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

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

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

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

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

77. Item includes—  
a. Studies and surveys.

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

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

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

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

## COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	5	20	20	400
76. Developing and improving county or community organization.....	5	3	20	670
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	0	0		0
b. Improving health facilities, services, and programs.....	1	13		72
c. Improving schools.....	2	1		520
d. Improving churches.....	2	1		820
e. Bettering town-country relations.....	0	0		0
f. Libraries.....	0	0		0
g. Roads.....	0	0		0
h. Telephones.....	0	0		0
i. Community centers.....	3	7		450
j. Recreation programs and facilities.....	1	8	16	300
k. Community beautification.....	0	0	0	0
78. Regional or area development programs or projects.....	2	8	3	65
79. National programs and proposals affecting agriculture and rural life.....	0	0	0	0
80. World affairs.....	1	9	18	350
81. Emergency activities.....	0	0	0	0

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

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

The following items include projects in--

89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

## SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled	Members completed	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....				acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetable growing.....	16	12	3	do.
90. Fruits.....	2	1	.5	do.
91. Range and pasture.....	0	0		do.
92. Other crops.....	0	0		do.
93. Soil and water conservation and management.....	0	0		do.
94. Forestry.....	3	3		do.
95. Wildlife and nature study.....	0	0	XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	14	8	445	birds
97. Dairy cattle.....	4	3	3	animals
98. Beef cattle.....	6	4	11	do.
99. Sheep.....	0	0	0	do.
100. Swine.....	13	11	46	do.
101. Rabbits.....	6	5	51	do.
102. Other livestock.....	0	0	0	do.
103. Bees.....	4	3	9	colonies
104. Entomology.....	4	4	XXXXXXXXXXXXXX	
105. Tractor maintenance.....	0	0	0	tractors
106. Electricity.....	100	78	58	articles
107. Farm shop.....	0	0	0	do.
108. Other engineering projects.....	0	0	XXXXXXXXXXXXXX	
109. Farm management.....	0	0	XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	66	49	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	48	44	5310 1153	dishes prepared meals served
112. Canning and preserving (other than freezing).....	2	2	430	quarts
113. Freezing of foods.....	2	2	339	quarts frozen
114. Health, nursing, first aid.....	9	9	0	pounds frozen
115. Child care.....	0	0	XXXXXXXXXXXXXX	
116. Clothing.....	96	81	303	articles
117. Home management.....	1	1	88	garments
118. Home furnishings and room improvement.....	1	1	6	articles
119. Home industries, arts, crafts.....	1	1	1	rooms
120. Junior leadership.....	0	0	0	articles
121. All other.....	0	0	XXXXXXXXXXXXXX	
122. Total.....	399	322	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP--Interpretation

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.

124. 4-H Club members--  
a. Enrolled are those boys and girls who actually start the work outlined for the year.  
b. Completing are those boys and girls who satisfactorily finish the work outlined for the year.

125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.

a. Bureau of the Census definition of a farm as used in the 1950 Census is:

In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.

b. Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.

c. Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.

127. Age of club members at time of enrollment is to be used as basis for reporting.

128. Report only club members who received DEFINITE training in projects included in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.

e. Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.

Table with multiple columns and rows, containing faint text and numbers, likely a data entry form or ledger.

## 4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS .....		15
124. Different 4-H Club members—	Boys	Girls
a. Enrolled .....	91	186
b. Completing .....	61	156
125. 4-H Club members from—		
a. Farm homes .....	21	16
b. Rural nonfarm homes .....	16	65
c. Urban homes .....	34	105
126. 4-H Club members enrolled by years in club work:		
a. 1st year .....	58	127
b. 2d year .....	2	18
c. 3d year .....	10	21
d. 4th year .....	0	13
e. 5th year .....	1	3
f. 6th year and over .....	0	4
127. 4-H Club members enrolled by ages:		
a. 10 years and under .....	22	69
b. 11 years .....	15	41
c. 12 years .....	9	43
d. 13 years .....	12	12
e. 14 years .....	4	10
f. 15 years .....	6	7
g. 16 years .....	1	3
h. 17-20 years, inclusive .....	2	9
128. 4-H Club members who received definite training in—	Boys and Girls	
a. Judging .....	99	
b. Giving demonstrations .....	148	
c. Group recreation leadership .....	83	
d. Music appreciation .....	0	
e. Money management (thrift) .....	0	
f. Farm and home safety .....	23	
g. Citizenship .....	33	
h. Personality improvement .....	36	
i. Soil and water conservation .....	75	
j. Forestry .....	0	
k. Health, nursing, first aid .....	9	
129. 4-H Club members having health examination because of participation in the extension program .....		0
130. Number of members participating in a 4-H Club camp .....		67
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs .....		15



MISCELLANEOUS—*Interpretation*

The following items should include work done—

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

## MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	720
137. FAMILIES assisted with control of household insects.....	210
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain.....	0
139. FARMERS and other individuals assisted with control of noxious weeds.....	15
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	33
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	25
142. FAMILIES assisted with practices incident to production of arts and crafts.....	35

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

## SUMMARY OF EXTENSION INFLUENCE

Item	Farm	Rural nonfarm	Urban
	A	B ●	C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	140	250	1212
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	30	1000	1200
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	140	1000	2300

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

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

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

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

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

165. Line is left blank for State use.

168 and 169. Lines are left blank for State use.

## COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
<b>FEDERAL AGENCIES</b>				
146. Agricultural Mobilization Committee.....			3	14
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....				
150. Fish and Wildlife Service.....				
151. Forest Service.....				
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....			3	12
154. Rural Electrification Administration.....				
155. Selective Service System.....				
156. Soil Conservation Service.....				
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
<b>STATE AGENCIES</b>				
159. Health department.....				
160. Highway department.....				
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....			4	5
163. State employment service.....			0	0
164. Welfare department.....			0	0
165. Other (specify).....			0	0
<b>COUNTY AGENCIES</b>				
166. Soil conservation districts.....			4	4
167. Vocational-agriculture and home economics departments.....			0	0
168. Other (specify) - <i>city staff</i> .....			9	40
169. Other (specify).....			0	0

## REVISED YOUR ANNUAL REPORT

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

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

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

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

### General Directions

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

### The Narrative Report

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

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

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
  2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.
  3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
  4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.
  5. HOW next year's work can be strengthened and improved in light of the current year's experience.
    - For minor lines of work, only the results need to be reported to complete the record of the year's work.
- The following suggestions may help you prepare a better annual report:
1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
  2. Prepare an outline with main headings and subheadings.
  3. Go over the information and data assembled from various office and field sources during the year.
  4. Decide upon a few outstanding pieces of work to receive major emphasis.
  5. Employ a newspaper style of writing, placing the more important information first.
  6. Observe accepted principles of English composition.
  7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

### The Statistical Report

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

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