

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS
AGENT'S ANNUAL REPORT

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Pittsylvania

REPORT OF

Miss E. Alice Hobbay From Dec. 1, 1948 to Nov. 30, 1949
(Name) Home Demonstration Agent.

Assistant Home Demonstration Agent. From 194 to 194

4-H Club Agent. From 194 to 194

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

Agricultural Agent. From 194 to 194

Assistant Agricultural Agent. From 194 to 194



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date _____

State Extension Director

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

Six good reasons may be listed as to why an extension worker should prepare a **comprehensive annual report**.

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

From four to six copies of the annual report should be made, depending upon the number required by the State office; one copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington office should be sent through the State extension office.

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

Where two or more agents are employed in a county they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, club youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year on the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

Report only this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)	12			XXXXXXXXXX
2. Days devoted to work with adults ³	175			XXXXXXXXXX
3. Days devoted to work with 4-H Clubs, and young men and women (older youth)	103			XXXXXXXXXX
4. Days in office ⁴	89			XXXXXXXXXX
5. Days in field ⁴	189			XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁵	792			792
7. Number of different farms or homes visited	182			182
8. Number of calls relating to extension work	(1) Office	742		742
	(2) Telephone	130		130
9. Number of news articles or stories published ⁶	15			15
10. Number of bulletins distributed	128			128
11. Number of radio talks broadcast or prepared for broadcasting	(a) Number	34		34
	(b) Total attendance			
12. Training meetings held for local leaders or committeemen	(1) Adult work			
	(a) Number	159		159
	(b) Men of leaders			
	(c) Women			
(2) 4-H Club and young men and women (older youth)	(a) Number	21		21
	(b) Total attendance of leaders	160		160
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	(1) Adult work	(a) Number	175	175
		(b) Total attendance	2363	2363
	(2) 4-H Club and young men and women (older youth)	(a) Number	100	100
		(b) Total attendance	2988	2988
14. Number of adult result demonstrations conducted	(1) Number	71		71
	(2) Total attendance	74		74
15. Meetings held at such result demonstrations	(1) Adult work	(a) Number	791	791
		(b) Total attendance		
	(2) 4-H Club and young men and women (older youth)	(a) Number	12	12
		(b) Total attendance	125	125
16. Tours conducted	(a) Number	5		5
	(b) Total attendance	122		122
17. Achievement days held	(1) Adult work	(a) Number	3	3
		(b) Total attendance	137	137
	(2) 4-H Club and young men and women (older youth)	(a) Number	13	13
		(b) Total attendance	291	291

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified	Home demonstration agents ¹	4-H Club agents ²	Agricultural agents ³	County total ⁴
(a) Number	(a) Number	(a) Number	(a) Number	(a) Number
18. Encampments held (report attendance for your county only) ⁵				
(1) Farm women	11			11
(2) 4-H Club and young men and women (older youth)	135			135
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported				
(1) Adult work	18			18
(2) 4-H Club and young men and women (older youth)	2,670			2,670
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere				
(1) Adult work	6			6
(2) 4-H Club and young men and women (older youth)	195			195
	94			94
	1,483			1,483
	130			130
	3450			3,450

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1945 census)	1,330	6,939
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	130	130
23. Number of farms involved in preceding question which were reached this year for the first time	130	130
24. Number of nonfarm families making changes in practices as a result of the agricultural program	21	21
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	180	180
26. Number of farm homes involved in preceding question that were reached this year for the first time	180	180
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	21	21
28. Number of other homes involved in preceding question that were reached this year for the first time	180	180
29. Number of farm homes with 4-H Club members enrolled	282	282
30. Number of other homes with 4-H Club members enrolled	1	1
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	762	762
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	21	21

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EXTENSION ORGANIZATION AND PLANNING

33. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work.

(a) Over-all or general (1) Name County Advisory Board (2) No. of members 76

(b) Agricultural (1) Name _____ (2) No. of members _____

(c) Home demonstration (1) Name Leaders' Association (2) No. of members 63

(d) 4-H Club (1) Name County H. H. Council (2) No. of members 58

(e) Young men and women (older youth) (1) Name _____ (2) No. of members _____

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):

(a) Agricultural 33 (b) Home demonstration 30 (c) 4-H Club 30 (d) Young men and women (older youth) _____

35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods) 14

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 14

37. Number of clubs or other groups organized to carry on adult home demonstration work 26

38. Number of members in such clubs or groups 557

39. (a) Covered under question 173. (b) Covered under question 185.

40. Combined with question 41.

41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.

(a) Adult work (1) Men 65 (2) Women 143 (b) 4-H Club and work with young (1) Men 6 (2) Women 29 (3) Older club boys 2 (4) Older club girls 5

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service _____

43. Number of members of such county agricultural planning group:

(a) Unpaid lay members: (1) Men _____ (2) Women _____ (3) Youth _____

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men _____ (2) Women _____

44. Number of communities with agricultural planning committee (over-all planning) _____

45. Number of members of such community planning committees: (a) Men _____ (b) Women _____ (c) Youth _____

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

(4) Days devoted to line of work by—	(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total (c)
47. Days devoted to line of work by—							64
48. Number of planning meetings held							7
49. Number of unpaid voluntary leaders or committeemen assisting this year							23
50. Days of assistance rendered by voluntary leaders or committeemen							109
							27

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

51. Days devoted to line of work by—	Corn		Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
52. Number of communities in which work was conducted this year											
53. Number of voluntary local leaders or committeemen assisting this year											
54. Number of farmers assisted this year in—											
(1) Obtaining improved varieties or strains of seeds											
(2) The use of lime											
(3) The use of fertilizers											
(4) Controlling plant diseases											
(5) Controlling injurious insects											
(6) Controlling noxious weeds											
(7) Controlling rodents and other animals											

U.S. DEPARTMENT OF AGRICULTURE, BUREAU OF EXTENSION, LIVESTOCK PRODUCTION (other than for family food supply)

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

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

CONSERVATION OF NATURAL RESOURCES 1

Include all work with adults, 4-H Club members, and young men and women (older youth)

	Soil and water (a)	Forestry (b)	Wildlife (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
63. Number of communities in which work was conducted this year			
64. Number of voluntary local leaders or committeemen assisting this year			
	Soil and Water—Continued	Forestry—Continued	
65. Number of farmers assisted this year—		67. Number of farmers assisted this year—	
(a) With problems of land use		(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	
(b) In the use of crop rotations		(b) In making improved thinnings, weedings or pruning of forest trees	
(c) With strip cropping		(c) With selection cutting	
(d) In constructing terraces		(d) With production of naval stores	
(e) In grassing waterways or otherwise preventing or controlling gullies		(e) With production of maple-sirup products	
(f) With contour farming of cropland		(f) In timber estimating and appraisal	
(g) In contouring pasture or range		68. Number of farmers cooperating this year in prevention of forest fires	
(h) In the use of cover or green-manure crops			
(i) In otherwise controlling wind or water erosion		Wildlife—Continued	
(j) In summer-fallowing		69. Number of farmers assisted this year—	
(k) In making depth-of-moisture tests		(a) In construction or management of ponds for fish	
(l) With drainage		(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	
(m) With irrigation		(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	
(n) With land clearing		(d) With other plantings for food and protection in wild-life areas	
66. Number of farmers—			
(a) In soil-conservation districts which were assisted with education for organization or operations this year			
(b) Assisted in arranging for farm-conservation plans this year			
(c) Assisted in doing work based on definite farm-conservation plans this year			

1. Exclude pasture study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
70. Days devoted to line of work by: (1) Home demonstration agents, (2) 4-H Club agents, (3) Agricultural agents, (4) State extension workers.		5		7
71. Number of communities in which work was conducted this year.		7		14
72. Number of voluntary local leaders or committeemen assisting this year.		4		43
73. Number of farm-survey records taken during the year: (a) Farm business, (b) Enterprise, (c) Other.			75. Number of farmers assisted this year—Continued.	
74. Number of farmers assisted this year in keeping: (a) Farm inventory, (b) General farm records, (c) Enterprise records.			(e) In getting started in farming, or in relocating.	—
75. Number of farmers assisted this year: (a) In developing a farm plan only, (b) In developing a farm and home plan, (c) In analyzing the farm business, (d) In improving landlord-tenant relations and leasing arrangements.	5		(f) With credit problems (debt adjustment and financial plans).	—
			(g) In using "outlook" to make farm adjustments.	43
			(h) With a farm-income statement for tax purposes.	—
			(i) With farm-labor problems.	—
			(j) In developing supplemental sources of income.	9

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

¹ Include all work on farm adjustments conducted in cooperation with PMA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management (p. 7).

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MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and young men and women (older youth)	Type of output									
	General	Grain and hay	Livestock and wool	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
83. Days devoted to line of work by—				110						
(1) Home demonstration agents										20
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers				108						
84. Number of communities in which work was conducted this year										14
85. Number of voluntary local leaders or committeemen assisting this year										17
86. Number of new cooperatives ² assisted in organizing during the year										
87. Number of established cooperatives ² assisted during the year										
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)										8
89. Question discontinued	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
90. Number of farmers or families (not members of cooperatives) assisted during the year					701					61
91. Question discontinued	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
92. Number of private marketing and distributing agencies and trade groups assisted this year										
93. Number of programs ³ pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year										
94. Number of marketing facilities improvement programs ² participated in or conducted this year										2
95. Number of marketing surveys assisted with or conducted this year										
96. Number of special merchandising programs ² participated in or conducted this year										2
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year										
98. Number of programs ² relating to marketing services and costs of distribution conducted this year										
99. Number of programs ² relating to transportation problems conducted this year										
100. Number of programs ² relating to the specific use of market information conducted this year										3
101. Number of other marketing programs ² conducted this year (specify)										

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.

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

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Includes all work with adults, 4-H Club members, and young men and women (other youth groups are reported in the "Youth" section).		The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—					
(1) Home demonstration agents.....		24	3		
(2) 4-H Club agents.....					
(3) Agricultural agents.....					
(4) State extension workers.....					
103. Number of communities in which work was conducted this year.....		14	3		
104. Number of voluntary local leaders or committeemen assisting this year.....		29	5		
The House, Furnishings, and Surroundings—Continued		Rural Electrification—Continued			
105. Number of families assisted this year in—			106. Number of associations organized or assisted this year to obtain electricity. (Report associations, not individual members.).....		
(a) Constructing dwellings.....	2		107. Number of families assisted this year in—		
(b) Remodeling dwellings.....	0		(a) Obtaining electricity.....	2	
(c) Installing sewage systems.....	3		(b) Selection or use of electric lights or home electrical equipment.....	2	
(d) Installing water systems.....	1		(c) Using electricity for income-producing purposes.....		
(e) Installing heating systems.....	1		Farm Buildings—Continued		
(f) Providing needed storage space.....	16		108. Number of farmers assisted this year in—		
(g) Rearranging or improving kitchens.....	5		(a) The construction of farm buildings.....	1	
(h) Improving arrangement of rooms (other than kitchens).....	7		(b) Remodeling or repairing farm buildings.....	1	
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	8		(c) Selection or construction of farm-building equipment.....	1	
(j) Selecting housefurnishings or equipment (other than electric).....	18		Farm Mechanical Equipment—Continued		
(k) Improving housekeeping methods.....	8		109. Number of farmers assisted this year in—		
(l) Laundry arrangement.....	16		(a) The selection of mechanical equipment.....	1	
(m) Installing sanitary closets or outhouses.....	4		(b) Making more efficient use of mechanical equipment.....		
(n) Screening or using other recommended methods of controlling flies or other insects.....	9		110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....		
(o) Improving home grounds.....	5		111. Number of gin stands assisted this year in the better ginning of cotton.....		
(p) Planting windbreaks or shelterbelts.....	1				

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	36	97	5	12
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year	14	14	8	14
114. Number of voluntary local leaders or committeemen assisting this year	31	63	29	43
115. Number of families assisted this year—				
(a) In improving diets				23
(b) With food preparation				46
(c) In improving food supply by making changes in home food production—				116
(1) Of vegetables				5
(2) Of fruits				28
(3) Of meats				17
(4) Of milk				15
(5) Of poultry and eggs				128
(6) Total of above subitems minus duplications due to families making changes in production of more than one kind of food				9
(d) With home butchering, meat cutting or curing				161
(e) With butter or cheese making				18
(f) With food-preservation problems in—				28
(1) Canning				81
(2) Freezing				193
(3) Drying				161
(4) Storing				115
(5) Total of above subitems minus duplications due to families using more than one method of preserving				18
(g) In producing and preserving home food supply according to annual food-supply budget				—
(h) In canning according to a budget				5
(i) With child-feeding problems				28
(j) In the prevention of colds and other common diseases				1
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
117. Days devoted to line of work by: (1) Home demonstration agents			8	7
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
118. Days devoted to line of work by:				
119. Number of communities in which work was conducted this year.			8	4
120. Number of voluntary local leaders or committeemen assisting this year.			9	34
Home Management—Family Economics—Continued		Clothing and Textiles—Continued		
121. Number of families assisted this year—		127. Number of families assisted this year with—		
(a) With time-management problems		(a) Clothing-construction problems		
(b) With home accounts		(b) The selection of clothing and textiles		
(c) With financial planning		(c) Care, renovation, remodeling of clothing		
(d) In improving use of credit for family living expenses		(d) Clothing accounts or budgets		
(e) In developing home industries as a means of supplementing income		Family Relationships—Child Development—Continued		
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying. (Do not report individuals):		128. Number of families assisted this year—		
(a) Food		(a) With child-development and guidance problems		18
(b) Clothing		(b) In improving family relationships		117
(c) Housefurnishings and equipment		129. Number of families providing recommended clothing, furnishings, and play equipment for children this year		
(d) General household supplies		130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men		
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—		(b) Women		
(a) Food	—	131. Number of children in families represented by such individuals		
(b) Clothing	—	Recreation and Community Life—Continued		
(c) Housefurnishings and equipment		132. Number of families assisted this year in improving home recreation		42
(d) General household supplies	29	133. Number of communities assisted this year in improving community recreational facilities		2
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	29	134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs		5
125. Number of families assisted this year with "making versus buying" decisions	—	135. Number of communities assisted this year in establishing—		1
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living		(a) Club or assembly basis		—
NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 9.		(b) Permanent camp		1
		(c) Community rest rooms		—
		136. Number of communities assisted this year in providing library facilities		—
		137. Number of school or other community grounds improved this year according to recommendations		—

¹ The house—its arrangement, equipment, and furnishings (including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.

² Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (a), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn					Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil and water conservation					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens	109	91	83	80	15 1/2
148. Market gardens, truck and canning crops					Acres
149. Other crops (including pasture improvement)					Acres
150. Poultry (including turkeys)					Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine	14		12		42
155. Horses and mules					Animals
155a. Rabbits					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (game and fur animals)					XXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity, tractor					Articles repaired
162. Farm management					XXXXXXXXXXXXXX
163. Food selection, preparation, and/or baking					Meals planned
164. Food preservation. (Include frozen foods)		295		206	Meals served
165. Health, home nursing, and first aid					Quarts earned
165a. Child care					Quarts frozen
166. Clothing	230	300	116	281	16,750 382 Pounds frozen Garments made
167. Home management (housekeeping)					Garments remodeled
168. Home furnishings and room improvement					Units
169. Home industry, arts and crafts					Rooms
170. Junior leadership					Articles
171. All others					Articles
172. Total (project enrollment and completion)	353	686	211	567	XXXXXXXXXXXXXX XXXXXXXXXXXXXX XXXXXXXXXXXXXX

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

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs (do not count the same club more than once) **20**
174. Number of different 4-H Club members enrolled (a) Boys **294** (b) Girls **310**
175. Number of different 4-H Club members completing (a) Boys **211** (b) Girls **196**
176. Number of different 4-H Club members in school (a) Boys **274** (b) Girls **287**
177. Number of different 4-H Club members out of school (a) Boys **20** (b) Girls **23**
178. Number of different 4-H Club members from farm homes (a) Boys **294** (b) Girls **310**
179. Number of different 4-H Club members from nonfarm homes. (a) Boys **—** (b) Girls **—**

Number of Different 4-H Club Members Enrolled:

180. By years	Boys		Girls		181. By ages	Boys		Girls	
	(a)	(b)	(c)	(d)		(e)	(f)	(g)	(h)
1st year	52	24	10 and under	47	4	24	2d	15	36
2d	38	41	11	4	16	12	29	43	
3d	29	39	12	29	43	13	35	60	
4th	32	44	14	44	40	15	60	26	
5th	58	29	16	66	65	17	7	12	
6th	45	40	17	66	65	18	2	21	
7th	14	21	19	7	12	19	—	3	
8th	4	15	20 and over	2	21	20 and over	—	—	
9th	—	—		—	—		—	—	
10th and over	7	21		—	—		—	—	

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging **21** (f) Fire and accident prevention **226**
- (b) Giving demonstrations **64** (g) Wildlife conservation **5**
- (c) Recreational leadership **13** (h) Keeping personal accounts **126**
- (d) Music appreciation **20** (i) Use of economic information **—**
- (e) Health **9** (j) Soil and water conservation **—**
- (k) Forestry **—**
183. Number of 4-H Club members having health examination because of participation in the extension program **7**
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs **—**

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

A. Extension organized groups of young men and women:

185. Number of such groups worked with during year **3**
186. Membership in such groups (a) Number of different young men **31**
(b) Number of different young women **33**
187. Distribution of these members by school and marital status and age groupings:
(The sum of (1) a+b+c—the sum of d+e+f—186 (a). Also the sum of (2) a+b+c—the sum of d+e+f—186 (b))

	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men	3	18	10	22	5	4
(2) Young women	5	22	6	17	14	2

188. Number of meetings these extension organized groups held **28**
189. Total attendance at such meetings **169**

B. Other groups of young men and women not organized by extension:

190. Number of such groups assisted during the year **—**
191. Number in such groups (a) Different young men **—**
(b) Different young women **—**

C. Individual young men and women not members of groups "A" or "B":

192. Number of different individuals assisted (a) Young men **24**
(b) Young women **12**

D. Total number of young people worked with or assisted:

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") (a) Young men **55**
(b) Young women **45**
194. Question discontinued.

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.

² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the projects or "volunteers" reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

³ State as footnote 2, except that zero-one is to completions instead of enrollments.

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MISCELLANEOUS

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

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

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	Assistance to Veterans (a)	U. S. D. A. Divisions (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
199. Days devoted to line of work by—											
(1) Home demonstration agents						2	3	1			1
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
200. Number of communities in which work was conducted this year						6	4	2			5
201. Number of voluntary local leaders or committeemen assisting this year						—	—	—			79
202. Number of meetings participated in this year by extension workers						7	—	—			8

*Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

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TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

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

VIRGINIA

AGRICULTURAL EXTENSION SERVICE HOME DEMONSTRATION WORK

ANNUAL NARRATIVE REPORT

negro

_____ PITTSYLVANIA _____ COUNTY
1949

Agent Miss Esther Alice Hobday December 1 to November 30
Date worked from _____ to _____

Assistant Agent _____
Date worked from _____ to _____

Agent _____
Date worked from _____ to _____

Assistant Agent _____
Date worked from _____ to _____

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SOME ACCOMPLISHMENTS IN 1949:

A farm and home unit demonstration was established. The home demonstration agent assisted a family in making a farm and home plan. The farm and home conditions were studied to determine which could be improved. After thinking through the situation the objectives for five years were decided on by the entire family and written into a farm plan. The representatives of the SCS recommended certain practices to be followed. Other agencies in the county with which farmers work will be contacted as improvements demand.

Strengthened the Home Demonstration program by establishing more result demonstrations. One of the objectives set forth by the home demonstration agent in 1949 was to reach more people. The result demonstration was one of the methods that was used. 71 result demonstrations were conducted in Safe Water Supply, proper disposal of wastes, food production, food preservation, food storage, and care of clothing. These result demonstrations created interest on the part of non-club members as well as club members. More practices were adopted because the 791 persons who visited the demonstrations by attending meetings which were held at the demonstrations, and others who had an opportunity to see them at other times received first hand information. The results obtained by the demonstrators and by other farm families that adopted these recommended practices are steps toward the long-range goals of the Extension program.

The demonstration community in the "Community Live-At-Home Work" made outstanding progress. Farm families through a community contest put forth a

special effort to meet their family needs under the guidance of the home demonstration agent. The combined program of individual families in the community made up the community live-at-home work for the year. The program of work included farm ownership, family enrollment in Extension clubs, homes painted, required hogs, poultry flock, vegetables in the garden, cows, feed for the livestock, and participation with the program of other Extension agencies. These objectives were listed on a score sheet. The community scoring committee scored the families in January and again in November. The greatest improvements were made in increased feed and feed for the family and livestock. The families in Hill Grove community have a more adequate feed supply, more home conveniences have been installed and the standard of living is much higher as the result of this community effort.

Developed a program for elder youth. A questionnaire was used to determine the needs and desires of the boys and girls. These findings were reviewed and some adjustments were made to afford an opportunity for a wider participation of all members within the group. Experience shows that there was a need for an active recreational program. Group leaders have been given some training along this line, other training meetings have been planned for the coming year. Work with elder youth will progress as rapidly as local leadership can be trained to carry on the program.

Leadership Development. More time has been given to training leaders to carry on the Extension program in the community that they represent. The number of local leaders has increased to a point where leaders assume

many of the responsibilities which were formerly the home demonstration agent's. Thus the home demonstration agent has more time to organize and

- evaluate the leadership program. Aside from holding training meetings to show the method to be used in getting the practice established, these meetings have provided an opportunity for leaders to discuss their common problems. Through these meetings leaders have made valuable contributions to the solution of county problems. Local leaders in Extension have also, served as leaders in other community activities. They have served as district chairmen for the Tuberculosis Association, the American Redcross, the Savings Bond Campaign and many other community and county activities.

ADULT WORK

Project Work:

Safe Water Supply and Sanitary Sewage Disposal. In planning the improvement in the family water supply and sewage disposal, more was involved than the two subjects listed above. These were short-term objectives. Farm families laid the ground work for health activities that will extend over a longer period of time than what was devoted to these specific objectives for this year.

- Work was planned on a community basis. A health committee was formed for six communities. This health committee divided the families in the community into groups, each committee members assumed responsibility for a portion of the families in the community. One or more families in each community agreed to become a demonstrator. The county sanitation officer worked directly with families that made improvements. Committee members

assisted the home demonstration agent in distributing leaflets and mimeographed material which carried information on the health work. Meetings were held at these result demonstrations and the families discussed the procedures that they had followed in getting the job done. Twenty-one demonstrations in safe water supply and fifteen demonstrations in sanitary sewage disposal were established. Improvements were made on additional farms. The health committee, also, assisted in the Tuberculosis X-Ray campaign by distributing literature, arranging for transportation of people to the centers and giving needed assistance at the X-Ray centers. This committee will be continued and the 1950 home demonstration program will afford an opportunity for these leaders to give more assistance in this phase of the home demonstration program.

The vegetable garden program was planned to give assistance to families in seed bed preparation and insect control. One leader training meeting was held for garden leaders. Subject matter material used at this meeting was prepared by the county farm agent, Mr Higginbotham of Hampton Institute and the Extension garden specialist. A large enthusiastic group of leaders attended this meeting. A follow-up letter giving definite recommendations as to practices to be followed was sent each family immediately following the leader training meeting.

Local leaders conducted discussion groups on seed varieties, insect control and harvesting. They also, assisted in conducting garden tours and gave assistance to families in the selection of produce for market. Club members report-

ed higher yields and better quality of garden vegetables. Twenty eight gardeners sold their produce on the Chatham and Danville markets. This income from the sale of vegetables plus that from butter, eggs and home-made soap was used to purchase household equipment. Non-club members were reached through this phase of the home demonstration program. There has been a steady improvement in the vegetable garden work in the county each year. These improvements are shown in the number of families with gardens, there are more with practical size gardens, location of gardens near the house, a variety of vegetables are grown, more attention is given to successive planting of seed and the wider utilization of different vegetables in the diet.

Food Preservation: Canning-Storage-Freezing. The food preservation work in communities in which the home demonstration work has been organized over a period of ten or twelve years is centered around work with new club members and specific problems such as the canning of non-acid vegetables, the making of jellies, jams and preserves and the preparation of foods for the freezer locker.

Local leaders were trained by the home demonstration agent in groups of four to six to conduct canning equipment clinics, method demonstrations in the preservation and storage of poultry, vegetables and fruits. Leaders assisted the home demonstration agent in conducting club exhibits. The products were judged and discussions were held relating to the quality of the product exhibited. Approximately five hundred families participated in the food preservation program, with an estimate cash value of \$475.00 per family of food preserved.

- The nutrition specialist has been helpful in assisting the home demonstration agent in carrying on the food preservation program by making available material for leader training meetings and demonstrations.

Local club leaders were prepared to carry on a larger share of the food preservation program because this is one of the long range goals for the home demonstration work and the home demonstration agent has spent a great deal of time on this county goal. Many of the leaders are result demonstrators over a period of years and are thus able to give method demonstrations and can make use of many of the other methods for getting recommended practices established. Because of the fine leadership in this phase of the home demonstration program the Extension Service work in the county has reached out into new communities and many requests come into the home demonstration agent's office for the organization of home demonstration clubs.

Consumer Education: Information on this phase of the home demonstration program was prepared by the home economic specialist in mimeographed form.

- The home demonstration agent passed this information on to the local club leaders along with other information taken from "Outlook" material prepared by the assistant director of Extension work. The local club leaders used
- this material in discussion group meetings. Some of the clubs visited clothing and furniture stores to get the local picture of prices. These trips were followed by other discussion group meetings. In cases where purchases were made the smaller articles were brought to the meeting for group reaction. Two club leaders reported that several farmers have set aside a

part of the money from the cash crop-tobacco, for the homemaker to spend for operating the home. This is not a wide-spread practice in this county. It is hoped that more families will be added to this of families in 1950. Just as club women have been led to determine what is a good buy through the consumer education program there will be other evidences in 1950 of better home management practices.

OTHER ACTIVITIES:

Community Live-At-Home Work in Hill Grove Community.

The Community Live-At-Home score sheet was used as a guide in setting up individual family objectives according to family needs. The program for the community was under the guidance of a committee of representatives of the County Advisory Board and the adult and 4-H clubs. This committee visited the homes in December and again in November. They tabulated their findings. When the score was taken in November to note the improvements that had been made, a community tour was arranged by the committee and the home demonstration agent. This tour gave all the families in the community an opportunity to see the work that had been done by these families and to hear the human interest stories told by the families.

The most outstanding improvements were in the amount of feed and feed conserved and the improvement in the soil. The improvement in soil was through the participation in the program of other Extension agencies.

The community live-at-home work has increased community interest and community pride. The fact that the community was among the winners in the State Community Improvement Contest will stimulate greater participation in the Live-At-Home Work in 1950.

Other tours were conducted as a method of teaching. The home demonstration agent will plan to conduct more tours in 1950.

The Farm and Home Unit Demonstration. Another Farm and Home Unit Demonstration was planned with Mr and Mrs Henry Lovelace this year. The long-time and immediate objectives were planned with assistance from the home management specialist and the county SCS representatives. The basement for the storage of canned and dried feed, the improved hog lot and farm land are the outstanding accomplishments for the year. All of the children are working to carry on these demonstrations.

County Farmers' Conference. The program for this conference was planned jointly by a committee which included the home demonstration agent, the instructor of veterans and outstanding farmers in three magisterial districts.

The theme "Corn, Livestock and Pasture" was treated first by a panel discussion. Representative farmers served on the panel. The panel discussion was followed with lectures on the three subjects in the theme. The speakers were from the Division of Agriculture at Virginia State College Petersburg, Virginia. Dinner was served those attending the conference. The afternoon session was devoted to the home management side of the farm. The district home demonstration agent led this discussion.

Evidences of recommendations made at the conference were noted in the results of farm and home practices that were carried out later in the year.

The County Advisory Board. Meetings were held at regular intervals for

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the purpose of keeping in line the over-all county program, making needed adjustments and for evaluating the Extension program.

Delegates represented the county advisory board in the State Advisory Board meeting. They made a report of the Farm and Home Unit demonstration work that is being carried on in the county. A report of the State work was made to the county advisory board at the October meeting of the board. The county advisory board continued the support of the magazine project, a project which consists of eight magazines. These magazines are kept in the home demonstration agent's office as a part of the reading unit. The county advisory board also continued to sponsor the loan closet. The wheel chair is in constant use in different sections of the county.

County Leaders' Association. The local leaders have an active association which met regularly this year. Aside from assisting in planning the community and county program, representatives of this group attended the meeting that was held for the purpose of organizing a district home demonstration committee.

National Home Demonstration Week. The county leaders' association can be credited with the results of this program. The county report shows the following results: number of community meetings, one, with an attendance of 161; number of tours, one, with 15 people participating; number of new groups organized, one; number of exhibits, one.

Other County Campaigns. Club members participated in campaigns for the sale of Bonds, the Clean-up campaign, the Rat Control campaign, Fire and Accident Prevention campaigns, the Tuberculosis X-Ray and Seal Sale campaigns and Redcross Drive.

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The Danville Fair, Club Exhibits and Clinics. Canning exhibits and canning equipment clinics were held with the cooperation of local club leaders. Club members received instruction in how to correct failures and how to judge good canned products; How to make repairs on canning equipment.

The quality of exhibits at the Danville Fair exceeded all previous exhibits. A discussion on the entries that received prizes was conducted at each club meeting following the Fair. These discussions will prove valuable in carrying on the program in 1950.

Chatham School Lunch Program. The Chatham home demonstration club selected this school lunch project because it would serve to meet a need of the entire community.

A committee from the home demonstration club visited the school lunch room, discussed their findings in a club meeting and voted to cooperate with the school principal in this part of the school program. The home demonstration agent held conferences with the principal of the school, the Jeanes supervisor and the supervisor of instruction. After a study of the project possibilities was made, the proposed plan of the home demonstration club to use the home demonstration club kitchen as a school lunch unit was accepted by the school officials.

In addition to the equipment already in use in the kitchen, the school board installed a larger sink, a hot water tank and heater. The electric refrigerator, slicer and other equipment which was in the school was moved to the home demonstration club kitchen.

The home demonstration kitchen is located in a good area of the Chatham Community Center. This center was constructed several years ago as an Extension Service project. The kitchen is well lighted, windows are screened and there is sufficient storage for food and supplies.

Government commodities are used. At times these commodities are supplemented with meat from the local store. The meals are prepared by an experienced cook. One of the teachers has the responsibility of keeping the records. The home demonstration agent furnished menus and suggestions in meal planning, the serving of meals, table manners and eating habits and the utilization of storage space.

The sanitation officer from the county health department makes frequent visits to this project to advise the principal as to the sanitation. Formerly this kitchen was used, only, once a month for method demonstration meetings for the home demonstration club and for meetings once a month of the American Legion, now it serves a much larger need of the community. This project has served to create a better community-school relationship, and it has, also, given an opportunity for an educational experience for club and non-club members. They have adopted improved methods of meal preparation and better food habits. Health conditions have improved in the various communities that are represented in this school community.

4-H CLUB WORK

Project Work:

The home demonstration agent and the local club leaders took into consideration the following factors in planning the 4-H project work: the

14.

specific objectives for the year; the time that the home demonstration agent and the local leaders could devote to supervision of project work; the number of other individuals that would be available to assist club members in conducting the projects; the number of method demonstrations to be given and what material leaders and club members would need to carry on the projects.

A leader training meeting was held for training local club leaders. Material for the demonstrations was furnished by the home demonstration agent and the club leaders.

In order to care for their clothing, club members were given instruction in how to make such articles as garment bags, shoe bags, laundry bags and aprons. This was the winter project for 530 club members in twenty clubs. Small neighborhood groups met from 1½ to 2 hours for method demonstrations under the leadership of homemakers who agreed to serve for the duration of the project. A mimeographed sheet of project requirements was given each club member. A letter concerning the project objectives was sent to all of the members. 382 articles were made, valued at \$185.00.

At the completion of the project, exhibits were held at the schools. The parents of 4-H club members attended these exhibits. They were served refreshments by the club members. Neighborhood group leaders were given recognition for the part that they played in the project work.

Local leaders sent a project summary to the home demonstration agent. This summary was used as a basis in evaluating the effectiveness of leadership training.

260 club members conducted projects in vegetable gardens. The leaflet "4-H Project Manual Vegetable Gardening", was the subject material used

in conducting method demonstrations. A garden letter was sent to each club member at the beginning of the project. The Home and Market Garden Centest was used as an incentive to get good work done in this project. Some leaders conducted garden tours, others used success stories of individual gardeners to stimulate the work of club members. These success stories were read at adult club meetings. The 260 club members that enrolled in the garden project work grew vegetables on 15½ acres of land. These projects represented a profit of \$782.35. Club members have a better understanding of the food requirements for the family, the methods of production and the value of the vegetable garden.

Food Preservation: The thirty one local leaders carried on the conservation project work in the twenty clubs. The home demonstration agent held two leader training meetings for training local leaders. The objectives set up for the year included work with club members in the canning of string beans, tomatoes and two fruit; the preparation of one food for freezing and one for storage.

295 girls enrolled in these projects and 206 completed with a total of 16,750 quarts of food canned. Some club members assumed a large share of the canning for the family, assisted in arranging club and county exhibits, served as judges at the club canning exhibits and received many of the prizes that were awarded at the Danville Fair. Many of these club members will be included in the junior leadership group in 1950, as the result of the good work done in their projects this year.

Pig Project: The third link in the Sears Roebuck Pig Chain Project was established this year. Five boys are participating under the leadership of an adult leader. The following objectives for the project were set up: an individual pen and lot for the pig; to follow a sanitation program; keep a feeding record and raise all the pigs from each litter. Groups reports of the project were made to the home demonstration agent at three month intervals. This project will continue over an eighteen month period. At the end of the project period a pig show will be planned with the assistance of the 4-H club agent.

OTHER 4-H ACTIVITIES:

Observance of National 4-H Club Week. The month of March. The activities for observance of National 4-H Club Week were carried on under the direction of a county committee. The main objectives were to acquaint parents and the general public with the objectives of the 4-H club program, to enroll new club members and to check the progress towards the individual club members' and county objectives for the year.

Club held public programs, distributed 4-H club fliers telling of the 4-H club work and gave entertainments for their local leaders.

Publicity of the 4-H club work was given in local papers. This program was participated in by all club members and friends of 4-H club work.

Ideas for strengthening the 4-H club work were exchanged, additional club members were enrolled and club members were stimulated to carry their projects to completion.

Observance of Rural Life Sunday. The month of May. A suggestive outline prepared by the home demonstration agent was given each club leader.

The club leaders used this outlined program to arrange a program for their respective clubs. All of the programs featured a space for the origin of Rural Life Sunday, the spiritual value of 4-H club work a guest speaker, the 4-H club pledge and 4-H club songs. The program afforded opportunity for full participation of a large number of the 4-H club members.

State 4-H Short Course. Representatives from four of the 4-H clubs in the county attended the State 4-H Short Course which was held at Virginia State College in Petersburg, Virginia in June. These representatives were selected on the basis of good project work and their participation in the 4-H club program in the community. The county winner in the Home and Market Garden Contest was among the representatives that attended the 4-H Short Course. The Ten Dollar Scholarship which the winner received was used to help make some improvements in the home garden. Aside from participating in the regular program of the Short Course, these representatives were among the delegates that participated in a broadcast that was arranged by the program director of state WLVA of Lynchburg, Virginia, while they were at the Short Course. This program was played back over WLVA on the following Saturday. County club members and farmers heard the broadcast at that time.

The delegates have assumed the leadership in more of their club activities as the result of having attended the 4-H Short Course.

Achievement Day. The month of November. This part of the 4-H club program was put on as a community program this year because of the difficulty of

obtaining transportation facilities to a central point in the county. Some Achievement Day programs were put on as a joint meeting of 4-H and home demonstration clubs. The speakers were the home demonstration agent, the home demonstration committee chairman and other local leaders. The work of club members was highlighted and recognition was given local club and group leaders, and club members that had done outstanding club work.

County 4-H Council. The Council held three meetings this year. The most significant accomplishment for the year was the purchase of a five acre tract of land for a county 4-H club camp.

The idea of the camp originated in the 4-H council meeting in the November meeting in 1948 and was set up as a county objective.

This accomplishment is the joint effort of the County 4-H Council and the 4-H Club Camp Committee. The 4-H Club Camp Committee is composed of representatives of the County Advisory Board and other interested people of the county.

Contests: Contests were used to stimulate interest in good project work, and to encourage club members to carry their projects to completion. Club members participated in the Home Market Garden Contest and the canning Contest. The county winners in these contests will receive awards at a later date.

Activities of a club: The thirty two club members of the Guildfield 4-H club did outstanding work this year because of the splendid cooperation

of the club leader Mrs Minnie Metley.

Care of Clothing, feed production and feed preservation were the objectives set up for the year. Special emphasis was placed on high yields in garden products, improving eating habits of club members and a large number of completed projects.

The leader was trained for her club work in small group meetings with other leaders. The area 4-H club leader assisted the home demonstration agent in these training meetings. In addition to the leader training meetings, the home demonstration agent held personal conferences with the leader, used subject matter material furnished by the different specialists in training for project instruction. Follow-up letters relating to the method demonstrations and other phases of the work were sent the leader.

Twenty four club meetings were held in which twenty nine method demonstrations were given by the leader and twelve by club members.

During the fall and winter months, club members carried the clothing projects. Each club member equipped a sewing box, made a laundry bag, a shoe bag, a towel, a gresser scarf and toys. An exhibit was set up at the school when the project was completed. The parents of the club members and the teachers were invited. The club members rendered a program and served refreshments.

A vegetable garden planning meeting was held in which phases of gardening were stressed. This meeting was followed up with making the Family Feed Budget. A garden letter was sent each family to insure cooperation in the project work. The club leader visited each club members' project

at least once during the summer. Some of the products were marketed but most of them were canned. Estimate yield: green peas 15 bushels; tomatoes 41 bushels; butterbeans 26 bushels; sweet corn 9 bushels and greens 22 bushels.

Club members assisted in the canning for the family. The family food budget was used as a guide in determining the amount of food required. Each girl exceeded the amount required for her project completion. Community Work: Aside from carrying individual projects, club members participated in community activities. The 4-H club was co-sponsor of the "Better Breakfast" program at the school during the month of January. They contributed food for the breakfast, planned the menus, assisted in preparing and serving the breakfasts.

The club exhibit has been mentioned earlier in this report.

Rural Life Sunday was observed at the local church. A 4-H club picnic was held in the community in July. Parents and friends of club members attended this picnic. Club members decorated the church for special church activities and served as waitress at church banquets. Club members assisted in the distribution of literature during the various county campaigns and Drives.

OLDER YOUTH

The home demonstration agent did not find capable local leaders to carry through an effective program with older youth. Three organized groups of boys and girls above 4-H club age were left stranded without the proper leadership; therefore the older youth work will not be evaluated as a well planned piece of Extension work. This phase of

the home demonstration program will prove ⁱⁿ as rapidly as the home demonstration agent can recruit adult leadership for the elder youth work. The home demonstration agent had an office conference with the Older Youth specialist which proved very helpful. Suggestions and materials for reorganization of the work was furnished by the specialist. The home demonstration agent held conferences with the leaders of elder youth groups. It was clearly brought out in these conferences that these leaders needed additional training in how to plan a program with elder youth and how to conduct the program. Additional adult leaders to work with elder youth could not be found. The present leaders decided to reorganize their groups and to restudy the special interests of the members of the group.

A check list was made of the special interests within the group. Social and recreational activities were the interests most frequently listed. A program for four months was built around these activities. A music group was organized in one club. In another group, the members assumed responsibility for young peoples' programs in the community, such as community sings, song and game socials.

The 1950 program will include as one of the main objectives, plans for strengthening the elder youth work.

Work with unorganized groups. The home demonstration agent gave assistance to veterans and their wives and other elder youth that were not in an organized group. This assistance was in the form of obtaining employment, making adjustments in farming and homemaking operations. Several young homemakers were given information on the buying of furniture and food preservation problems.

SCOPE OF WORK

	1948	1949
Number Home Demonstration Clubs	26	26

Membership	606	557
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Number 4-H Clubs	20	20
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Membership	545	604
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Number Older Youth Groups	3	3
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Membership	66	64
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Number of other families reached	1948 <u>216</u>	1949 <u>195</u>
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Number families reached reached	1948 <u>715</u>	1949 <u>762</u>
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How The Following Organizations Functioned in the 1949 Program.

The county Advisory Board. The members of the county advisory board assisted in planning the county home demonstration program. The sponsored the Community Live-At-Home Contest in Hill Grove community; the Farm and Home Unit demonstrations in Shields and Mt Airy communities; community

tours and the County Farmers' Conference. The assisted in getting farm people to attend the State Farmers' Conference.

The county advisory board assumed the financial responsibility of representatives that attended the State Advisory Board meeting, also, continued the financial support of the Reading Unit in the home demonstration agent's office.

The County Home Demonstration Committee. Members of the home demonstration committee helped to plan and evaluate the 1949 club and county program of work. The committee assisted in planning the club program of work for 1950.

4-H Club Council. All members of the council helped to sponsor club and county 4-H club activities. The county 4-H council, also, participated in the activities of the 4-H Club Camp Fund committee.

ACTIVITIES OF VOLUNTEER LEADERS. The home demonstration agent conducted leader training meetings on a county and community basis. Specialists and the district home demonstration agent gave assistance to the home demonstration agent through conferences, method demonstrations and making available printed material for use in the leadership training work. Through group discussions and group planning local leaders have been able to recognize and solve many of the problems relating to family and community needs. Through committees, more leaders were given an opportunity to work on planning and developing the Extension program. Local leaders have developed a feeling of responsibility for informa-

ing the people within the neighborhood which they represent, concerning the Extension program.

Organizational leaders assumed a larger responsibility for the execution of the Extension program. Project leaders gave method demonstrations, visited result demonstrations, conducted tours, held public meetings, helped to set up community exhibits; collected and summarized reports, cooperated with the home demonstration agent in the utilization of the services of other agricultural agencies and departments that work with farm people. Local leaders made office calls and held conferences with the home demonstration agent concerning the Extension program, in their community. They made suggestions where adjustments ^{were} needed to make the program more effective. They assisted the home demonstration agent in training other local leaders.

Junior leaders served as assistants to adult A-H project leaders. They assisted club leaders in making project summaries, they, also, assumed responsibility in the distribution of leaflets, placards and mimeographed materials that ~~were~~ used during county Drives and county campaigns. The cooperation of volunteer leaders helped the home demonstration agent in planning and keeping the Extension program in line with local trends and needs. Their cooperation, also, helped the home demonstration agent to evaluate the effectiveness of the home demonstration agent's work.

In future planning the home demonstration agent will look more to the volunteer leaders in trying to plan a well-balanced home demonstration program for the county.

<u>Growth of home demonstration Club Project Leadership</u>		<u>1948</u>	<u>1949</u>
Number project leaders and goal chairmen		170	208
Number training meetings held By Specialist		2	1
	By Agent	55	34
Attendance of all training meetings		444	459
Number Club Meetings held by leaders without agent		45	94
Number Club Meetings at which leaders assisted		14	31
<u>Growth of A-H Club Project Leadership</u>		<u>1948</u>	<u>1949</u>
Number adult project leaders		30	34
Number junior project leaders		7	7
Number training meetings held	By Specialist	3	2
	By Agent	26	21
Attendance at leader training meetings		105	100
Number A-H Leaders trained individually		18	21
Number Club Meetings held by leaders without agent		106	130
Number Club Meetings at which leaders assisted		21	43
Number demonstrations given	By leaders	91	205
	By junior	21	54

Significance of the Year's Work.

Home demonstration Club women are better homemakers as the result of their participation in this year's home demonstration program. These homemakers learned through the consumer education program to be better buyers of household furniture and house furnishings. They, also, followed

recommendations in obtaining labor saving equipment and conveniences.

They made family food budgets, kept records on some of the adapted practices, e.g the homemade soap that was made by club members during the month of March, netted an estimate savings of \$85.00.

Family health was improved because of the feed production and feed preservation program carried on by adult and 4-H club members. Feed was produced sufficient quantities for the entire family. Families are better fed because there was a greater variety of vegetables produced on the farms. Family health was, also, improved because of the instruction given by the home demonstration on proper sewage disposal and safe water supply. Club members were advised regarding the Tuberculosis X-Ray survey, the prenatal and immunization clinics.

More families participated in the program of the SCS because of the efforts of the home demonstration agent to create interest in soil improvement practices.

Farm families participated in discussion on problems affecting their farming and homemaking activities because the home demonstration agent made use of "Outlook" material, magazines from the Reading Unit and lectures of Extension workers.

Another very significant result of the home demonstration program was the development of volunteer leaders. These leaders assumed a larger share in carrying on the Extension program this year than in any previous year.

4-H club girls and boys participated in community activities by helping to promote the county-wide Extension activities. Through the home demonstration program farm families were more united on community improvement activities. Adult relationships improved. The entire rural life has improved.