

PLAN OF WORK

SPOTSYLVANIA COUNTY

FISCAL YEAR - 1962-63

EDUCATIONAL PLAN

PROJECT AREA: AGRICULTURAL PRODUCTION, MANAGEMENT AND NATURAL RESOURCE DEVELOPMENT
 PHASE: DAIRY - TOTAL SOLIDS AND SOLIDS -NOT-FAT, Fiscal Year 1962-63

The Situation: According to the legal definition of milk in Virginia it should contain not less than 3.5% butterfat, and 8.5% solids-not-fat. The dairy committee is concerned over the bonus the dairymen receive for solids-not-fat. They have recommended an educational program on this subject.

The Specific Problem: A recent survey by the Virginia Department of Agriculture and V.P.I. revealed that 23% of herds were below the legal minimum of 8.5% solids-not-fat.

The Program Objective: To breed cattle to produce more SNF and thereby increase the net income of county dairymen.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
Assist dairymen in breeding cattle for more solids-not-fat.	Materials provided by the Department of Dairy Science and VPI Extension Service.	1. Start DHIA Supervisors testing members' herds for SNF.	July	Dairy Committee & Agent.
	Material provided by Maryland-Virginia Milk Producers, and Milk distributors, (Fredericksburg and Richmond)	2. Meeting with dairymen to observe results of 4 months testing. 3. Promote meeting with all dairymen to discuss value of SNF. Radio. Newspapers. Personal Contact.	Nov. Feb.	VPI DAIRY Specialist & Agent. VPI Dairy Specialist, Dairy Fieldman, and Agent.
EVALUATION:	DHIA Supervisors, Dairy Committee, and agent check on the records of individual cows to see: (1) if any have been culled because of low SNF, (2) if there is an increased demand for testing of SNF, and (3) if there is an increase in payment as a result of higher SNF.			
Other work planned:	Mastitis Control Program Handling of cows and Managed Milking Practices			

EDUCATIONAL PLAN

PROJECT AREA: MARKETING AND UTILIZATION OF AGRICULTURAL PRODUCTS

PHASE: MARKETING LIVESTOCK

The Situation: The first Fat Cattle Sales in Virginia were held in Spotsylvania County. This is strictly a farmers organization cooperating with the Extension Service, the State Department of Agriculture, and the Fredericksburg Livestock Market. There is an annual Fredericksburg Feeder Calf Sale. There is a Fredericksburg Area Wool Pool. There is an excellent market for all livestock except lambs.

The Specific Problem: There is no lamb market.

The Program Objective: To organize a lamb market. To increase the income from sheep through the organization of same.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
To acquire a better understanding of lamb marketing.	Extension Bulletins. Illustrative charts. Slides.	Hold meeting with sheep producers of the Fredericksburg Area. An illustrated lecture.	March	George Allen
	Material furnished by VPI Sheep Specialist.	Sheep committee meeting with representatives from the Fredericksburg Area. Marketing of Lambs through an organized Lamb Pool.	April	Sheep Committee Agent and Manager of Livestock Market.
			June	Special Lamb Pool Committee Livestock Market Manager and Agent.
EVALUATION: If an area Lamb Pool is established compare prices with ones sold through pool against other methods of marketing.				
Other work planned: 1. Area Livestock School. 2. Continue with past programs.				

EDUCATIONAL PLAN

PROJECT AREA: EXTENSION HOME ECONOMICS

PHASE: FOOD AND NUTRITION

The Situation: So many of our homemakers are working away from home, and have little time at home to take care of food planning and preparation.

The Specific Problem: Homemakers ~~xxx~~ need information on planning and preparing meals that they can store in the freezer and refrigerator and prepare quickly when they get home from work.

The Program Objective: To teach good nutrition practices and how to prepare and store foods that can result in quick, inexpensive and tasty meals.

<u>TEACHING OBJECTIVES</u>	<u>SOURCE OF SUBJECT MATTER</u>	<u>METHODS</u>	<u>WHEN</u>	<u>BY WHOM</u>
To provide homemakers with a knowledge of good nutrition and properly planned meals.	Extension specialists. Extension bulletins.	Leader Training meetings for foods leaders. Method demonstrations. Discussion.	May June	Specialist by agent and leaders
To provide homemakers with plans and methods of storing foods in the freezer and refrigerator to assist with quick meal preparation.				
<u>EVALUATION:</u>	Through check sheet determine the number of homemakers who are:			
	a. improving meal planning			
	1. from nutritional standpoint.			
	2. using more "do ahead" meals from refrigerator and freezer.			

EDUCATIONAL PLAN

SPOTSYLVANIA COUNTY

PROJECT AREA: EXTENSION HOME ECONOMICS
 PHASE: Clothing - Fiscal Year 1962-63

The Situation: Many women are working away from home and are spending too much money for readimade garments of poor quality materials and faulty construction.

The Specific Problem: Homemakers lack knowledge of new fabrics and finishes, and an understanding of clothing labels.

The Program Objective: To develop an understanding of clothing labels, how to select better quality fabrics and garments, and how to care for same.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
To provide homemakers with a knowledge of fabrics and finishes, and how to select the right fabric for the job.	Extension bulletins. Illustrative material.	Demonstrations and exhibits of local materials that are available.	Sept.	Agent
To provide knowledge of at the meaning of clothing labels.	Illustrative charts.	Demonstrations and exhibits of available materials.	Oct.	Agent
EVALUATION:	Through check sheet determine the number of homemakers who are:			
	a. reading clothing labels more carefully.			
	b. better informed on quality of fabrics.			
	c. better informed on good construction points on garments.			
Other topics to be included:	1963			
Choosing hats				
Hat making				

EDUCATIONAL PLAN

PROJECT AREA: 4-H AND OTHER EXTENSION YOUTH PROGRAMS
PHASE: 4-H FORESTRY PROJECT

The Situation: Spotsylvania County contains approximately 191,600 acres of commercial forest land in addition to some 1,900 acres of non-commercial forest, most of which is accounted for in holdings of United States National Park Service. This accounts for about 70% of the total acreage.

The Specific Problem: Ownership of commercial forest land is 100 percent private.

The Program Objective: To increase the interest of 4-H club members in the value of Forest in Spotsylvania County.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
To interest 4-H club members in the 4-H Forestry Project.	VPI Circular 804 Forestry in Virginia, Bulletin 223 VPI Circular 746	Organize Clubs. Explain Project.	Sept.	4-H club leaders and agent.
To learn the name of 10 forest trees.	Forest Trees of Virginia, Publication 26 VPI Leaflet 45	Take a trip to a nearby woods.	Oct.	4-H club leader
To interest 4-H club members in tree planting.	VPI Bulletin 223 Tree Application Charts. VPI Bulletin 223 Stick of firewood showing growth rings.	Explain how 4-H member can receive 500 pine seedlings free. Interested club members fill out tree application and return at next meeting with parent's signature. Demonstration on How a Tree Grows. Pick up tree applications and mail to Extension Forestry Department.	Nov. Dec.	Leader and Agent Leader and Agent.
Create awareness of danger from carelessness with fire in the forest.	Film and materials provided by Virginia Forest Service	Demonstration and movie.	Jan.	Spotsylvania County Chief Forest Warden and Agent.

EDUCATIONAL PLAN

PROJECT AREA:

PHASE:

4-H FORESTRY PROJECT, CONTINUED

The Situation:The Specific Problem:The Program Objective:

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
To learn how to establish a forest by planting of pine seedlings.	USDA P.A. 138 VPI Bulletin 223 Film, "Color of Life"	Demonstration on How to Plant a Pine Seedling with a planting bar.	Feb.	Junior 4-H Leader.
To instill in club members the importance of keeping good 4-H records.	Record Book #25 VPI Leaflet 46 Film, "Timber Tale"	Delivering of pine seedlings to 4 elementary schools and the high school. Complete records for state competition. Completion of 4-H project. Picture of each member who planted pine seedlings standing beside one he had planted. Quiz, Movie. Selection of 4 county Forestry Medal winners.	March April May	Va. Forest Service, local leaders, and junior leaders Parents, local leaders, junior leaders and Agent. Forestry Comm Local leaders and Agent.
EVALUATION: Observe and record the following:				
		1. Number completing 4-H Forestry Appreciation Project		
		2. No. pine seedlings planted.		
		3. Results of quiz on tree identification.		
		4. Interest by others as a result of the 4-H members' forestry projects.		
Other work planned:				
		3 boys attend Forestry Camp at Holiday Lake		
		3 boys attend 4-H Forestry Camp		
		Home visits to observe plantings		

EDUCATIONAL PLAN

SPOTSYLVANIA COUNTY

PROJECT AREA: 4-H CLUB WORK

PHASE: CLOTHING: 1962-63

The Situation: Many 4-H club members have not had training in preliminary sewing principles and need this basic training to encourage them in making their own clothing.

The Specific Problem: 4-H club members do not know how to sew.

The Program Objective: To teach basic clothing construction principles to club members.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
1. To teach selection of sewing equipment.	proper Printed material. Charts. Exhibit of essential equipment.	Leader Training meeting. Demonstrations by leaders.	Aug. Sept.	Agent Leaders
2. To teach selection of material and construction of a simple article such as - tea towel.	Printed material. Exhibits of completed articles.	Demonstrations.	Oct.	Leaders and Agent.
3. To teach selection of material and construction of other articles in similar ways, such as - wrist pin cushion, needle case, laundry bag, collars, gathered or plain skirt and a blouse.	Printed material. Exhibits of completed articles.	Demonstrations by club members.	Nov.- April	Leaders, Agent and club members
4. To teach members to judge articles.	Club discussion.	Club exhibits.	May	Leaders, Agent, other judges.
EVALUATION:	Check on project completions and members participation in exhibits; Clubs, county, fairs.			
Other clothing work: Make and Remake Care of clothing				

EDUCATIONAL PLAN

SPOTSYLVANIA COUNTY

PROJECT AREA: L-H CLUB WORK

PHASE: HOUSEFURNISHINGS: Fiscal Year 1962-63

The Situation: Many L-H girls are beginning to take more interest in their homes, and want to know how to make them more attractive.

The Specific Problem: Girls want to have attractive homes they can be proud to have friends visit.

The Program Objective: To teach girls how to improve their own bedrooms.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
1. To teach girls how to plan color schemes for rooms.	Printed material. Exhibits of materials and color charts. Pictures and slides.	Leader training meetings. Visits to girls' homes to see room and talk with mother. Demonstrations. Visits to well decorated rooms.	Sept. & Oct.	Leaders and agents.
2. To teach principles of furniture arrangement.	Printed materials. Charts, Pictures.	Visits to rooms. Demonstrations. Floor plans.	Nov. & Dec.	Leaders and Agent.
3. To teach construction of useful articles for rooms that will make them more attractive and comfortable.	Printed materials. Pictures. Bulletins. Exhibits of completed articles. Exhibits of suitable material.	Leader training meetings. Have girls visit club members rooms to get ideas. Select improvements to be made and start articles.	Jan. Feb. Mar. April	Leaders and Agent. "
4. To teach how to judge accomplishments done and plan for further improvements.	Home visits.	Make tour of completed rooms.	May	Agent, leader & members
EVALUATION:	Through visits determine the general improvements made, and carry over of work to improve other rooms in home.			

EDUCATIONAL PLAN

SPOTSYLVANIA COUNTY

PROJECT AREA: 4-H CLUB WORK

PHASE: FOODS AND NUTRITION: Fiscal Year 1962-63

The Situation: Many 4-H club members are not eating adequate breakfasts and have other poor food habits.

The Specific Problem: 4-H club members have a lack of understanding of good food habits.

The Program Objectives: To teach good food habits for proper nutrition.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
1. To teach essentials of a well balanced diet.	Specialists. Charts.	Leader training meeting for foods leaders. Demonstrations.	July	Agent and leaders.
2. To teach importance of well balanced meals and how to prepare them.	Specialists. Agents. Charts.	Leader training meetings. Demonstrations.	Aug.	Agent and leaders.
3. To teach skills in preparing typical breakfast dishes and judging of products.	Agent. Charts. Printed material.	Leader Training Meetings. Demonstrations. Club member participation.	Sept. Oct. Nov.	Agent and leaders. Club members "
4. To teach how to plan, prepare, and serve a complete breakfast.	Agent. Leaders. Printed Material.	Plan process together and carry out plan.	Dec. Jan. Feb. Mar. April	" " " " Members and leaders.
EVALUATION:	Check sheet on project completions. Check sheet on better breakfast habits.			

ORGANIZATIONAL PLAN

PROJECT AREA: 4-H CLUB WORK

PHASE: Community 4-H Clubs - Fiscal Year 1962-63

The Situation: All 4-H clubs in Spotsylvania County are held during school hours. Not enough time is allowed for all 4-H activities. Lack of community interest in club work.

The Specific Problem:

Too little interest in 4-H club work because of a lack of time for club activities.

The Program Objective:

To increase the effectiveness of 4-H club work thru the organization of community clubs.

ORGANIZATIONAL OBJECTIVES	SOURCE OF ASSISTANCE	METHODS	WHEN	BY WHOM
1. To stimulate interest in local communities in the organization of community 4-H clubs.	State 4-H Staff. District Agent. Home Demonstration Clubs. All Stars Printed Bulletins.	1. Survey to determine the interest.	June	Local H. D. Clubs and Agents.
2. To secure leaders who are capable of directing 4-H activities.		2. Discuss organization with key people in community.	June	"
3. To train leaders for their jobs as local 4-H leaders.		3. Contact possible leaders.	July	"
4. To develop more capable and interested 4-H club members.		4. Hold leader training meeting.	July	County Staff
5. To plan for an organized 4-H club program.			August	Leaders and County Staff
6. Continue to work with leaders and clubs.			Sept-June	"
EVALUATION: To work up a check sheet on project completions and participation in 4-H activities to see what improvements are made.				

ORGANIZATIONAL PLAN

PROJECT AREA: CIVIL DEFENSE - Fiscal Year 1962-63

PHASE: CIVIL DEFENSE

The Situation: Homemakers have read and heard so much about nuclear fall out and fall out shelters that some have become panicky about the situation.

The Specific Problem: Spotsylvania County homemakers lack understanding of Civil Defense Program.

The Program Objective: To plan for family safety in an organized and practical manner.

<u>ORGANIZATIONAL OBJECTIVES</u>	<u>SOURCE OF ASSISTANCE</u>	<u>METHODS</u>	<u>WHEN</u>	<u>BY WHOM</u>
To take leadership in organizing program on Civil Defense with assistance of local leaders.	Local Civil Defense Workers. County Chairman. Local Chairman. Printed materials.	Plan with county chairman for work to be stressed. Call local club chairmen together to present information. Plan for quarterly presentation.	November	County-Coordinator.
			January	Club chairmen and County Chairman.
			April	"
			July	"
			October	"
<u>EVALUATION:</u> Using a check sheet to determine:				
a. How many homemakers have:				
1. Collected listed food supplies.				
2. Have organized first aid kits.				
3. Have started fall out shelter plans.				

ORGANIZATIONAL PLAN

PROJECT AREA: EXTENSION HOME ECONOMICS

PHASE: SPECIAL INTEREST ARTS AND CRAFTS - Fiscal Year 1962-63

The Situation: Many homemakers in the county are interested in special program in arts and crafts, but not a sufficient number to include them in the home demonstration club monthly program.

The Specific Problem: Homemakers have a lack of understanding of what the factors or qualities really are that make an article artistic and in good taste.

The Program Objective: To plan a related arts and crafts program that will meet with needs of the women.

<u>ORGANIZATIONAL OBJECTIVES</u>	<u>SOURCE OF ASSISTANCE</u>	<u>METHODS</u>	<u>WHEN</u>	<u>BY WHOM</u>
1. To teach art principles.	Rural Arts Specialist.	Organize group of those interested in arts.	October	Rural Arts Specialist.
2. To teach specific crafts as selected by members.	Printed material Local People who excell in crafts.	Have them plan own program.	December	Agent
a. Early American Stencilling.		Arrange for demonstration meetings.	March April June	Specialist Agent Other local people.
EVALUATION: Hold exhibit of finished products. Have women judge own products. Exhibit at local fairs.				
Other Special Interest Groups: Tray Stencilling Rebottoming chairs and footstools Refinishing furniture Corsage making Rug making.				

ORGANIZATIONAL PLAN

PROJECT AREA: COMMUNITY AND PUBLIC AFFAIRS

PHASE: RURAL AREA DEVELOPMENT - Fiscal Year 1962-63

The Situation: Many farm and rural people are in need of off-the-farm employment to supplement farm income. Many travel miles to Fredericksburg to seek employment. There is a need for taking a closer look at total resources to determine a possibility for over-all economic development.

The Specific Problem: Lack of understanding on the part of county people as to major problems, and a plan for solving them.

The Program Objective: To organize an effective RAD Committee and sub-committees for the purpose of analyzing the county situation to help solve the problems.

<u>ORGANIZATIONAL OBJECTIVES</u>	<u>SOURCE OF ASSISTANCE</u>	<u>METHODS</u>	<u>WHEN</u>	<u>BY WHOM</u>
To take the leadership in organizing County RAD Committee.	District Agent. County Planning Commission. Technical Panel. Printed materials.	Meet as a county staff to clarify purpose.	Jan. & Feb.	All Staff
		Meet with technical panel.	Feb.	Staff and Professional Workers.
		Make contacts with Planning Commission and key people.	March	Staff
		Meet with Planning Commission and Technical Panel.	April	Staff, Technical Panel & Comm.
		Discuss major problems and possible solutions. Select RAD Committee.	April	"
		Follow-up meetings of committee.	April	County Staff
		Select sub-committees.	April	Staff and Prof. Workers
		Continue work with committees.		All Co. Staff
<u>EVALUATION:</u>	Work out a questionnaire to be used by committee members to determine progress made.			

ANNUAL NARRATIVE REPORT

COUNTY EXTENSION WORK

Virginia Agricultural Extension Service

R. W. Kaah, Jr., County Agent

Extension Agent

Louise H. Cooley, Home Demonstration Agent

Extension Agent

Assistant Agent

Assistant Agent

Assistant Agent



1962

Spotsylvania

County

I. LOCAL LEADERSHIP

Extension work has been functioning in Spotsylvania County for many years, and we are most fortunate to have leaders here who have been trained for various projects and activities, and who readily accept their jobs when requested to do so. However, we find that many of these are getting too old to do active work, and the new blood that has come in to the county is more hesitant about taking the lead. Many of our best leaders have taken jobs to supplement family incomes, and are no longer available for leader training meetings.

In spite of these difficulties, we feel that our adult and 4-H leaders are accepting more responsibilities in the planning and carrying out of the Extension program. Our organizational leaders have taken care of all business matters, raised money to carry out activities, kept records of club activities, and summarized results of the years work. Project leaders have also been active.

During the year our club leaders held seventy-five club meetings without the help of the agent. This enabled the agent to reach out to other groups and other communities. 1890 persons attended these meetings.

It is interesting to watch the development of these leaders, especially the 4-H club leaders. They seem to get a special feeling of satisfaction when they notice the response of the young people to their efforts.

Twenty-seven training meetings were held to train leaders for their particular jobs and 352 leaders were in attendance. This did not include individual training that the agent gave to leaders as the necessity arose, nor work with special committees.

LOCAL LEADERSHIP, continued

The agent feels that leadership in the county is at a high level, and that we can expect it to continue to grow. During the agent's absence, due to illness, leaders took complete charge of all club work, both 4-H and home demonstration club meetings. County-wide projects such as the Annual Senior Tea, and Beauty Show were handled most successfully by the leaders. The agent feels that leaders can be depended upon in any emergency.

The dairymen in the county provide the strongest leadership among the men, not only for adult work, but also for 4-H club projects.

Other leaders are found among the 4-H club members, and All Stars of the past generation who are familiar with, and have high regards for the Extension program. They are especially willing to assist with any program that involves the 4-H club members of the county.

II. PROJECT WORK

A. Foods and Nutrition

Our Spotsylvania County Home Economics Committee on Health and Nutrition, and our County Home Demonstration Committee felt that foods and nutrition needed to be stressed in our county program of work for 1962. Many of our homemakers had secured jobs to supplement family incomes, and their daily schedules needed to be revised to get their many homemaking tasks done. They had little time for food preparation, and they needed to know more about meal planning for good nutrition, and some help in "do ahead" practices that would eliminate so much last minute food preparation.

In order to assist with this problem two demonstrations were included in the program; namely, "Quick Meals from the Refrigerator and Freezer," and "Do Ahead Salads and Desserts."

Two training meetings were held for our leaders in May, and 19 leaders were in attendance. The demonstrations were put on by our Extension Associate Food and Nutrition Specialist. As a result of this training, leaders gave 18 demonstrations during the months of June and July. In a check-up report sheet turned in during September, 178 women reported they were using the information they had received and were serving better meals and were using the "do ahead" suggestions for quicker preparation.

Other foods work included in the years program were on Making Christmas Cookies, Cake Decorating and One-dish Meals.

An unexpected and un-scheduled part of our foods program was presented to us in October. As part of the observance of the Civil War

SPOTSYLVANIA COUNTY

Foods and Nutrition, continued

Centennial, we were asked to join three other counties in the area in a Plantation Cookery contest. Foods to be prepared were typical of the eighteen hundred and sixties, namely Sally Linn, and Tyler Pudding Pie. Each club held a local contest at its' November meeting, and the winners competed in the county contest on November 28th. First, second, and third place winners in each category entered the area contest on December 12th.

We were proud of the results of our county participants in the area contest. We won first and second places in the Tyler Pudding Pie, and second and third places in the Sally Linn Contest.

Forty-six Spotsylvania County women competed in the contests.

SPOTSYLVANIA COUNTY

B. Clothing

Spotsylvania county women, along with other homemakers in the state, have secured jobs to help supplement family incomes. We found that many of them were spending too much money on readimade garments of poor quality materials and faulty construction. They also reported that they wanted to know more about the new fabrics and finishes, what to expect of the, and how to care for them. They needed to know more about labels and how to interpret the information presented on them.

Our county committee, in setting up our program of work, chose four demonstrations on clothing; namely, "New Fabrics and Finishes," "Understanding Clothing Labels," "Selecting Becoming Hats and Necklines," and "How to Pack a Suitcase."

Three leader training meetings were held on these topics with 20 leaders in attendance. These meetings were held by our Extension Clothing Specialists.

As a result of this training leaders gave 20 demonstrations to club members. The home agent took charge of the demonstration on Understanding Labels, and presented it to each club. Special interest was shown in the new sign marking plan (L-22) promoted by the Retail Merchants Association. Several of the women reported that they had already seen garments with these markings, and others were asked to be on the lookout at our local stores for this information. Since members had already turned in their reports for the year, the agent took a verbal count at the November meetings to get results. Twenty-eight women reported they had seen the new labels, 183 women reported they

SPOTSYLVANIA COUNTY

Clothing, continued

were more "label conscious," because of this information.

Choosing becoming hats and necklines was especially interesting to the women. Members brought hats and collars to club meetings and tried them on to get criticism on good and bad points. Constructive criticism was so deeply appreciated that the members have asked for a hat making workshop in next year's program.

One Spotsylvania County club put up an educational exhibit on "Understanding Labels" at the Fredericksburg Fair, and won second place and a \$35 premium award.

Our Spotsylvania County Committee won first place on their educational exhibit on choosing correct clothing, and good grooming.

SPOTSYLVANIA COUNTY

C. Special Interest Arts and Crafts

Many homemakers in Spotsylvania County are interested in learning how to make various handiwork in the arts and crafts field. Since there were not enough in each club to justify devoting a whole meeting to this the committee decided that this could be handled through a special Handicraft Committee.

Early in the year the Extension Rural Arts Specialist met with an interested group, and helped organized their program. They chose Early American Stenciling for their first project, and secured their materials and metal forms. Articles worked on were trays, fruit baskets, and waste paper baskets. These articles were exhibited at both Fredericksburg and Spotsylvania Fairs, and the city Arts and Craft display in May.

The group also visited an exhibit at Mary Washington College, on Modern Paintings. One of the college art instructors served as a guide to the exhibit and explained the paintings to the group. Ten of the 15 women enrolled in the class toured the exhibit.

Other special interest meetings in arts and crafts included: tray stencilling, rebottoming chairs and footstools, refinishing furniture, and corsage making.

One hundred and twenty-seven club members reported entering 318 exhibits at the Fredericksburg and Spotsylvania County Fairs. Exhibits were of particularly good quality and many blue ribbons were won by the club members.

D. Home Management

Work in the home management field was chiefly a continuation of our home lighting program of previous years. The home demonstration committee asked as a part of the Electromation program that we work on Kitchen Arrangement and Better Kitchen Lighting.

A special interest meeting was held through the cooperation of the Virginia Electric and Power Company Home Economist and the home service advisor of the REA. After this meeting the agent and the power company representatives made a tour of six kitchens in the county, making suggestions for arrangement and lighting improvements. As a follow up of this tour we are planning a county-wide tour in next year's program.

Funeral Etiquette was chosen as a topic for one program during the year. Young homemakers requested this because many were new-comers to the county, and were not familiar with local customs. It was pleasing that so much interest was shown in the discussions at club meetings. Leaders were not trained to present this information, but the home agent presented it at each meeting.

E. House Furnishings

Spotsylvania County women are becoming more interested in improving their homes both on the exterior and interior. As they visit in neighborhood homes they sometimes realize that their own homes do not compare favorably with others that they see, and they begin to question, "What can be done to bring us up to date?" One area of general concern is the use of proper accessories, particularly pictures. There is a tendency throughout the county to have too many pictures of poor quality on the walls, and they are not hung correctly. To relieve this situation our committee recommended that they ~~xxix~~ study "Choosing and Using Pictures in the Home" in this years program.

A training meeting was held by the Extension House Furnishing Specialist, and 18 leaders attended. These leaders were shown how to choose pictures for special rooms, how to mat, frame, and hang pictures correctly.

Thirteen demonstrations were given by these leaders. So much interest was shown in this topic that it is to be included in next year's program, with emphasis on cleaning pictures, and refinishing old frames.

Sixty-two club members reported making improvements in wall treatment, rearranging and rehangng pictures.

F. DAIRY - TOTAL SOLIDS AND SOLIDS-NOT-FAT

According to the legal definition of milk in Virginia, it should contain not less than 3.5% butterfat, and 8.5% solids-not-fat. The dairy committee was concerned over the bonus the dairymen receive for solids-not-fat, and recommended an education program on the subject. Their objective was to breed cattle to produce more SNF and thereby increase the net income of county dairymen.

A supper meeting of Spotsylvania dairymen was held during the winter when W. N. Patterson, Associate Extension Dairy Specialist, discussed Solids-Not-Fat. A committee of the Fredericksburg Dairy Herd Improvement Association was authorized to purchase equipment so that the local supervisor could begin testing for SNF. Contacts were made with the Russell County Association, which was testing for SNF, and with the Dairy Department at VPI, as to the equitable fee for doing this work.

It was not until September that the association was able to purchase approved equipment. In the interim this was changed to Protein-Lactose-Minerals. The association is proud to have 13 members enrolled in this program at the present time.

Two members of the dairy committee heard of the managed milking demonstrations conducted by the VPI Extension Dairy staff, and have contacted the county agent to see if a demonstration could be conducted in Spotsylvania County. This is to be done.

On March 5th, during a committee meeting a snowstorm began that affected the dairymen more than any other storm in the history of

SPOTSYLVANIA COUNTY

DAIRY, continued

dairying in Spotsylvania County. The majority of farms were without electricity. The dairymen in the county were dependent upon electricity to operate their milking machines, bulk tanks, as well as the pumps to empty the bulk tanks. Not being accustomed to milking by hand, they were unable to milk. Consequently, there were a number of calls to the agent that had to be referred to veterinarians on mastitis. Even if they had milked, the trucks could not pick it up.

SPOTSYLVANIA COUNTY

G. MARKETING LIVESTOCK

The first Fat Cattle Sales in Virginia were held in Spotsylvania County. This is strictly a farmers organization cooperating with the Extension Service, the State Department of Agriculture, and the Fredericksburg Livestock Market. There is an annual Fredericksburg Feeder Calf Sale. There is a Fredericksburg Area Wool Pool. There is an excellent market for all livestock except lambs.

The objective of the livestock program was to organize a lamb market. Also, to increase the income from sheep through the organization of same.

As a result of a survey made with the adjoining county, the livestock committees did not establish a lamb pool this year.

H. FORESTRY

Spotsylvania County contains approximately 191,600 acres of commercial forest land in addition to some 1,900 acres of non-commercial forest, most of which is accounted for in holdings of United States National Park Service. This accounts for about 70% of the total acreage.

The objective in the forestry program was to increase the interest of 4-H club members in the value of forestry in Spotsylvania County.

The majority of the education in this program has been done with the 4-H club members. Fifty-five boys received and planted 28,500 pine seedlings.

One 4-H club boy attended the state forestry camp at Holiday Lake, and one boy attended the Jamestown Forestry Camp, sponsored by the Extension Service.

For the first time we had a boy to submit a forestry record in state competition. He was in the red awards group.

The 4-H club boys who have been planting pine seedlings, are proud of the results of their work. Some boys now have trees that are over six feet tall. This has become a living demonstration, not only for the boys, but for the adults in Spotsylvania County.

CIVIL DEFENSE

Spotsylvania County Extension Agents have cooperated with the rural civil defense program in every possible way.

1. Agents attended organization meetings, and film strips of the Rural Civil Defense Information Kit were shown, as follows:

- (1) FAMILY FALL OUT SHELTERS
- (2) HAZARDS TO LIVESTOCK, CROPS, AND SOIL
- (3) RURAL FAMILY AND COMMUNITY CIVIL DEFENSE

2. County Leaders showed the film strips at other community meetings.

3. County agent assisted with planning of "aham" air attack at local county fair. A commendation on this activity was received from the Regional Civil Defense office, and favorable publicity was given the event both locally and state wide.

4. Agents attended county USDA Civil Defense Board meetings and assisted with publicity on the program.

5. Agents were present in local fall out shelter with USDA Civil Defense Board and county organization officials when state wide "alert" signals were given (April).

6. County agent secured State Civil Defense Coordinator to speak to a local Ruritan Club on Civil Defense.

7. Promoted the organization of First Aid classes in local communities. These were handled by Rescue Squads.

8. Home Demonstration Clubs organized a program of work for the year to inform club members and other county people of the importance of Civil Defense (program attached).

9. Club leaders were trained to present this information by the County Civil Defense Coordinator.

10. The month of January was given over to becoming familiar with the Defense organization and plans, and the individuals responsibilities.

11. Printed material was received from local Civil Defense Coordinator and distributed to club members and other individuals.

12. County people were urged to organize First Aid Kits with necessary materials as outlined in the printed material.

13. County people were urged to plan a family survival plan, and be prepared for emergencies.

SPOTSYLVANIA COUNTY

Civil Defense, continued

14. When scandal broke in the county, and local defense officials were accused of using materials and money for their own use, and all defense work seemed to be paralyzed and came to a standstill. From April until October, nothing was done. There was a feeling of uncertainty and frustration. Investigations have been handled by the State Civil Defense officials.

15. The USDA Defense Board was reorganized in October, 1962, and is meeting once a month to become more familiar with our job, and to carry on our work in case of an emergency.

16. A new local Civil Defense Coordinator was appointed in November.

SPOTSYLVANIA COUNTY
FEDERATION PROGRAM OF WORK
1962
CIVIL DEFENSE

AIM:

1. To create an awareness among county people of the importance of the Civil Defense Program.
2. Have members become informed on the County Civil Defense Organization and plans, and the individuals responsibility.
3. To inform citizens on how to be prepared for either natural or man-made disaster.

SUGGESTIONS FOR CLUB:

1. Club members learn the alert signals and disaster plans.
2. Club members be informed on Family Emergency Food and Beverage supply.
3. Each family establish an emergency food supply according to specifications.
4. Each family develop (and each member be familiar with) a family survival plan. (Shelter, sanitation, fire-fighting, etc.)

WAYS:

1. County Federation Program of Work Chairman and Club Program Chairmen meet with Civil Defense Director in necessary training meetings.
2. Club chairmen receive printed material from County Civil Defense Organization and distribute to members.
3. Each club allot a definite time quarterly to this Program of Work.

SPOTSYLVANIA COUNTY

RURAL AREAS DEVELOPMENT

The technical staff for Rural Areas Development met in the county agent's office early in January to discuss the launching of this program in Spotsylvania County. At this meeting, the agents felt that other USDA organizations had not been completely informed as to the part each should take in setting the program up, and it was decided by the group that each familiarize himself with state plans and come back for a later meeting to complete organization.

Our second meeting was held in February. Those in attendance were still not completely informed, and it was agreed that the county agricultural agent and home demonstration agent would secure an appointment with the Spotsylvania County Planning Commission and present the RAD Program as it was set up. We hoped to secure some assistance from this group, since they were most active in their plans, and had been so successful.

The agents met with the commission in April and presented the program. While the group seemed interested it was evident that they felt they were already handling the situation, and it would not be necessary to set up a separate organization.

In a recent publication published by the Virginia Planning News, Spotsylvania was one of the 13 city and county planning commissions in the state that had completed all 12 points of listing. The survey listed 44 commissions.

We are agreed that possibly the most practical and effective way to handle local problems is to work as an area group - composed of Spotsylvania County, Stafford County, and the city of Fredericksburg.

SPOTSYLVANIA COUNTY

Rural Areas Development, continued

Our problems are so closely interlaced that we feel a joint program would achieve more permanent and effective results. For special work in our county which we feel should come under RAD, refer to the success stories as quoted in this report.

III SUCCESS STORY

Spotsylvania County Athletic Association

One of the most interesting developments in Spotsylvania County has been the organization and success of the Spotsylvania County Athletic Association.

Our county has but one high school, so athletic competition must be sought elsewhere. High schools in neighboring counties, and the city of Fredericksburg are the young people's chief competitors. It became evident that the children were hesitant about inviting other schools to come here because of the lack of facilities at our local school. Our athletic field was small, we did not have a stadium (even bleachers), to make our visitors comfortable. Several parents and outstanding citizens in the county took up the problem, and began a campaign to raise money to build an athletic field and stadium. The group called itself The Spotsylvania County Athletic Association.

The first problem was to secure a place for the athletic field and get an estimate on the price of the land. The association borrowed the money, purchased the land, and then made plans to develop the field. Patrons were solicited for donations, sales were held, contests sponsored, and finally, for the largest money making effort undertaken, the Spotsylvania County Fair was started. In three years the association has paid for their field and their stadium, and now plans are underway to borrow more money to construct a permanent building to house agriculture and homemaking exhibits.

It has been interesting to see how much community interest and enthusiasm has been developed during these activities. Fair week is really a home town family reunion, everyone working together for a common cause.

SPOTSYLVANIA COUNTY

SUCCESS STORY

Belmont Community Center

Spotsylvania County Schools have been very slow in developing and consolidating. Up to two years ago, many schools were small, rural affairs, without toilet facilities, and unheated except for wood stoves.

Two years ago our school board launched a building campaign. Two new modern consolidated schools were built and two other schools enlarged, to make adequate and comfortable buildings to take care of our rapidly growing population.

Consolidation left some of our rural sections without a central meeting place. When the old Belmont school building was sold, the Belmont Home Demonstration and Ruritan Clubs bought the building and land, and are rapidly developing it into a community center. Plans are underway to take out partitions in one of the buildings and to make it large enough for a community hall. Part of the building will be turned into a kitchen so that suppers and other social affairs can be held there. Money to take care of this investment is being raised in various ways. For years the Belmont Horse Show has been an annual money making affair, and the home demonstration club women had set up a savings fund in hopes they could, someday, have a community center of their own. Their hopes have been realized. Invitations to their social affairs now read - not Belmont School - but The Belmont Community Center.

SPOTSYLVANIA COUNTY

YOUTH WORK

4-H CLOTHING PROJECTS

Clothing work is always a popular project for 4-H club girls and seems to fit into our school program better than many other projects. This year we had 166 girls in the Learning to Sew project, and 20 enrolled in the Make and Remake project.

Our objective in this program was to teach elementary work and correct methods to the beginners, and follow up with improved practices for the older girls.

Our younger girls were taught selection of proper sewing equipment, choosing suitable materials for articles to be made, how to use a sewing machine, and how to make simple articles, such as towels, laundry bags, plain or gathered skirts and blouses. Some advanced as far as selecting and adjusting patterns, and made simple cotton dresses. At the close of the year club contests were held and members exhibited their work and record books. These were judged by home demonstration club women. One girl in each club was awarded an all expense trip to Jamestown 4-H Camp. These awards were given by local home demonstration clubs.

Work with the older girls stressed selection of materials, better construction methods, care of clothing, selection of accessories, and how to model their garments. Sixteen girls entered the county contest. The winner participated in the district contest in Madison in April, winning a blue ribbon. A second girl won a trip to the 4-H Short Course at Blacksburg in June. This trip was furnished by a local home demonstration club.

As a result of the years work 186 girls reported a total of 157 new garments made, and 432 other articles completed.

SPOTSYLVANIA COUNTY

4-H CLUB

FOODS AND NUTRITION

We found that many of our 4-H club girls were not eating adequate breakfasts, and had other poor food habits. Our food project program was planned to include:

1. How to get a well balanced diet.
2. The importance of well balanced meals, and how to prepare them.
3. To teach skills in preparing typical breakfast foods.
4. To teach how to plan, prepare and serve a complete breakfast.
5. How to judge products.
6. How to give a demonstration.

Forty-six girls enrolled in our Meal Preparation Project. Since our clubs met in school, our time was limited, but we planned our demonstrations to conform to time and space that was available.

At the end of the year the girls exhibited their record books, and some of the foods they had prepared. These were judged by home demonstration club women and a trip to Jamestown Camp was awarded the outstanding girl in each club.

One girl competed in the district contest in Madison in April, and won a blue ribbon and a \$10 award. She represented the district at Blacksburg and won a red ribbon in the state contest.

As a result of the foods project club members reported a total of 1217 dishes prepared and 428 meals prepared and served.

SPOTSYLVANIA COUNTY

4-H CLUB

ELECTRICITY

Thirteen girls took Unit I and 17 girls Unit II of the electric project. We were assisted in this work by the home economists from our local power companies. The girls were taught how to care for home appliances, repair cords, modernize lamps, record meter readings and figure light bills, and how to plan for correct home wiring. They also visited farm homes to see how electricity was used.

One girl was awarded a trip to the Electric Congress in Richmond in September, and two other girls won pins for outstanding work.

SPOTSYLVANIA COUNTY

IV. GENERAL APPRAISAL OF YEAR'S WORK

The objective of Extension Work in Spotsylvania County is as follows:

To aid in diffusing among the people of the county, useful and practical information on subjects relating to agriculture and home economics, and to encourage the application of same.

The object of 4-H club work in Spotsylvania County, which has been stated by our Assistant Director and former 4-H Club Agent, Dr. W. E. Skelton, is as follows:

"To assist in the development of boys and girls into useful and desirable citizens. Under useful is where we teach project work and how to make a living. Under desirable is included, leadership, personal development and citizenship."

Results of Extension work this year have been creditable. While we have not achieved all of the goals set up in our plans of work, we feel that work has progressed more smoothly than last year. Leaders, officers and committees have readily accepted their responsibilities, and have assisted in directing and completing a full program of work.

Agriculture committees, home demonstration and 4-H club members have profited from the year's program. This was planned to raise the standards of living in our county through teaching better methods of getting the job done. Consumer information has led to more economical buying. Homemakers are selecting the right kind of equipment for the job. They are becoming more "health conscious" and are showing more interest in annual physical check-ups and hospitalization policies. Better nutrition practices are being used.

SPOTSYLVANIA COUNTY

GENERAL APPRAISAL, continued

The increasing number of youth living on farms and in suburban areas in bringing about a change in the 4-H program. The program in Spotsylvania County is being adjusted to cope with the changes.

More non-rural residents are asking for agricultural and home economics information and bulletins, as well as identification of insects, weeds, and diseases. This is in addition to the regular requests received from farmers and homemakers.

Altogether, with the solid foundation of Extension Work laid in Spotsylvania County and the interest shown in its accomplishments this year, the agents feel that we are now ready to go into the year 1963 with a better understanding of work accomplished and a brighter outlook for future progress.

1962

ANNUAL STATISTICAL REPORT

OF

COUNTY EXTENSION WORKERS

January 1, 1962 - December 31, 1962

County Spotsylvania

Submitted By: R. W. Nash, Jr. County Agent
Name Title
Loise N. Cowley Home Demonstration Agent

Approved By: _____
Date State Extension Director

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U. S. Department of Agriculture. W. H. Daughtrey, Director of Extension Service, Virginia Polytechnic Institute, Blacksburg, Virginia.

SUMMARY OF EXTENSION TEACHING METHODS AND OTHER ACTIVITIES

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

Teaching Method or Activity	Work Done By --					
	Home Agents	Youth Agents	Agricultural Agents	County Total	State Staff	Grand Total
	A	B	C	D	E	F
1. Farm, home, firm and other out-of-office visits...	205		714	919		
2. Office calls	85		573	658		
3. Telephone calls (received or made)	2329		1566	3895		
4. Newspaper articles or stories:						
a. Prepared and released directly to newspapers or magazines	18		32	50		
b. Prepared by State office and released through County Extension offices						XXXXX
5. Broadcasts made:						
a. Radio	3		9	12		
b. Television						
6. Publications distributed directly to the public ..	1720		3099	4819		
7. Circular or commodity letters written	28		36	64		
8. Training meetings held for local leaders:						
a. Adult work (1) Number	16		-	16		
(2) Attendance	187		-	187		
b. Youth work (1) Number	11		2	13		
(2) Attendance	165		29	194		
9. Other meetings at which agents or specialists presented educational information:						
a. Adult work (1) Number	91		40	131		
(2) Attendance	1449		570	1999		
b. Youth work (1) Number	40		58	98		
(2) Attendance	1041		1469	2510		
10. Meetings held by local leaders:						
a. Adult work (1) Number	51		15	66		
(2) Attendance	1104		443	1547		
b. Youth work (1) Number	24		1	25		
(2) Attendance	986		90	1076		
	1503		2716	4219		

PROGRAM EMPHASIS

Item	Days Devoted By:	
	County	State
	Staff A	Staff B
11. Planning and management of the farm business	5	
12. Field Crops (production and farm marketing)	33	
13. Soil management	-	
14. Horticulture (production and farm marketing)	11	
15. Forestry (production and farm marketing)	8	
16. Soil and water conservation	6	
17. Plant pathology	-	
18. Entomology	7	
19. Chemical residues	-	
20. Dairy (production and farm marketing)	39	
21. Poultry (production and farm marketing)	11	
22. Livestock production and farm marketing)	33	
23. Animal and Poultry health	10	
24. Marketing and utilization	-	
25. Agricultural engineering	2	
26. Dwellings and equipment	6	
27. Home grounds improvement	5	
28. Planning and management in the home	8	
29. Family economics	-	
30. Home furnishings	16	
31. Clothing selection and care	40	
32. Clothing construction	29	
33. Food preparation and selection	27	
34. Food preservation	2	
35. Nutrition	8	
36. Child development, human relations	10	
37. Health	-	
38. Safety	11	
39. Recreation	-	
40. Outlook	2	
41. Community development and resource adjustment	-	
42. Public affairs	19	
43. Leadership development	8	
44. Extension organization and program planning	32	
45. Supervision	XXXXXX	
46. Inservice training received	38	
47. Discontinued		
48. Miscellaneous (cannot be charged to above items)	22	
49. Total days worked (items 11-48)	448	
Of total days reported in item 49, how many were devoted to --		
50. Adult work	266	
51. YM work	1	
52. 4-H Club work	181	

VOLUNTARY LOCAL LEADERS

53. Number of different adult voluntary local leaders assisting in the conduct of county Extension work.

Item	Men	Women
	A	B
a. In adult agricultural work	60	-
b. In adult home demonstration work	-	75
c. In young men and women's work	-	-
d. In 4-H Club work:		
(1) Organizational leaders	5	15
(2) Project or subject-matter leaders	8	15
(3) Other adult club leaders	-	-
e. Total DIFFERENT adult leaders	25	90

HOME ECONOMICS EXTENSION WORK

54. Organized clubs or other groups regularly carrying on adult home economics Extension work:

a. Number of groups	<u>10</u>
b. Number of members	<u>245</u>

55. Special audience and specific interest groups organized by Extension and worked with in home economics Extension work:

a. Number of such groups worked with	<u>10</u>
b. Attendance at meetings held with these groups	<u>225</u>

WORK WITH YOUNG MEN AND WOMEN (YMW)

YMW Work is designed to reach young folks 18-30 years of age through special programs geared to meet the needs of this age group.

56. Extension sponsored groups of young men and women (YMW):

a. Number of groups worked with	<u>-</u>
b. Number in such groups	<u>-</u>

57. Number of other young men and women worked with through YMW programs (Jointly sponsored groups, non-extension groups and individuals not in groups)

12

WORK WITH OTHER YOUTH

58. Number of youth (of 4-H Club age) worked with in addition to 4-H Club members

120

4-H CLUB WORK

59. Number of 4-H Clubs 16
60. Different 4-H Club Members Enrolled:
- a. Boys 215
 - b. Girls 218
 - c. Total 433 ✓
61. 4-H Club members enrolled by place of residence:
- a. Farm 181
 - b. Rural nonfarm 252
 - c. Urban - ✓
62. 4-H Club members by years in Club work:
- a. 1st year 140
 - b. 2nd year 105
 - c. 3rd year 82
 - d. 4th year 37
 - e. 5th year 26
 - f. 6th year and over 43 ✓
63. 4-H Club members by age groups:
- a. 12 years and under ... 265
 - b. 13-15 years inclusive. 134
 - c. 16-20 years inclusive. 34 ✓

64. 4-H Enrollment in projects and activities

(A member may be enrolled in more than one project or activity under each of the following groupings and should be counted each time.)

- a. Agronomy (crops and soils) 163
- b. Horticulture (fruits, vegetables, landscaping) 62
- c. Entomology and plant pathology 4
- d. Conservation (soil, water, forest, wildlife) 57
- e. Poultry 18
- f. Dairy 21
- g. Beef 4
- h. Swine 44
- i. Other livestock 1
- j. Engineering (include electricity, tractor, automotive) 94
- k. Management on the farm -
- l. Marketing and business -
- m. Management in the home -
- n. Clothing 186
- o. Food and nutrition 46
- p. Home improvement and furnishings 3
- q. Family life education -
- r. Personal development (public speaking careers, grooming) 3
- s. Health -
- t. Safety 153
- u. Recreation (include crafts) -
- v. Community and public affairs -
- w. Total enrollment in projects and activities 858 ✓

65. Junior 4-H Club leaders:

- a. Older club boys 12
- b. Older club girls 6

COOPERATION WITH OTHER PUBLIC AGENCIES

Public Agencies Worked With	Days Devoted By:	
	County Staffs	State Staff
	A	B
FEDERAL AGENCIES		
66. Agricultural Research Service		
67. Agricultural Stabilization and Conservation Service	4	
68. Bureau of Indian Affairs		
69. Bureau of Land Management; Bureau of Reclamation		
70. Department of Commerce (Area Redevelopment)	6	
71. Farm Credit Administration		
72. Farmers Home Administration	3	
73. Fish and Wildlife Service		
74. Forest Service		
75. Rural Electrification Administration	6	
76. Selective Service		
77. Social Security Administration; Internal Revenue Service ..		
78. Soil Conservation Service		
79. Valley Authorities (TVA, etc.)		
STATE AGENCIES		
80. Civil Defense	10	
81. Health Department	2	
82. Highway Department		
83. State Departments of Agriculture and Forestry	4	
84. State Department of Education (schools in general)	1	
85. State Employment Service		
86. Welfare Department	1	
COUNTY AGENCIES		
87. Soil Conservation districts	6	
88. Vocational-agricultural and home economics departments ...	10	

INTERPRETATION OF 1962 STATISTICAL REPORT

Columns

A, B, C Agents who devote more than one-half of their time to a line of work should report ALL of their work in the appropriate column.

Consumer marketing agents employed with A.M.A. funds are to report in column C. Consumer marketing agents not paid from A.M.A. funds will report in column C if their work is oriented to marketing efficiency or in column A if their work is oriented to family satisfaction.

Area Extension agents will report in their respective county column, A, B, or C, or the State staff column E, depending upon whether they get their direction and supervision from the district supervisor or from the State specialist who serves as project leader.

A, B, C, D When two or more agents engaged in the same line of work participate in the same Extension activity it should be reported only once in their respective column and only once in the county total.

When agents, engaged in different lines of work, participate in the same Extension activity, the information is reported once in each of their respective columns and only once in the county total (column D).

E Administrative, supervisory, and subject matter staff members will report their activities in this column as follows:

County activities: When in a county most activities participated in by the State staff will have been arranged for and be reported by the county staff. Only those activities a State staff member initiates and participates in without county staff assistance are to be reported by the State workers.

Multi-County Activities: State staff will report State-wide, regional, and/or district activities they are responsible for holding, which in the normal course of events would not be reported by the county staff.

Headquarter Activities: State staff will report only activities in which program information is given to or received from Extension clientele such as representatives of breed associations, marketing organizations, industrial concerns, magazines, papers, radio and TV stations, public and private organizations and agencies, individual farmers, homemakers, leaders and others with whom the State staff may work directly. Item 4-b is an exception.

When two or more members of the State staff participate in the same activity the person having primary responsibility for the activity should report it. When of equal responsibility they should decide which one will report. The others may show it in parentheses () on their monthly report, thus indicating their participation, but it is not to be included in columns E and F.

Telephone calls, office visits, conferences, meetings, etc. with other Extension, research and teaching personnel on the campus, and of a personal nature are not to be reported.

Information Specialists: Time spent by information specialists to help subject matter specialists and county workers should be charged to that phase of subject matter.

Trainers: Trainers in subject matter per se report time under appropriate subject matter headings. The Extension Forester holds a training session for County Agents. The Forester reports time spent in preparing and in giving the training under item 15. The County Agent reports under item 46. Trainers in other than subject matter will report their time under item 47.

Item

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 in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
- 4a. Each news release is to be reported as one story or article. 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 only once. Information given directly to reporters or writers as the basis for a story is also reported. Items relating to notice of meeting only and news items prepared by local leaders should not be reported.
- 4b. Include here news releases prepared in State office and localized in county. The same release localized and used in 18 counties would be reported once in column E and once in each of the 18 counties by the agent using it. Column F is not to be filled in.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An Extension worker, does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast is also to be reported.
6. Report number of bulletins, circulars, leaflets, and other materials related to subject matter and organization aspects of Extension work. Include such materials prepared in the county office as well as those of State and Federal origin. Commercial publications are not to be counted unless they are recommended by the State Office. See item 7.
7. Circular or commodity letters are usually prepared for one item distribution in contrast to subject matter material prepared for general distribution over a period of time which is reported in item 6. Report number of different letters written and not copies distributed. A mimeographed letter announcing a meeting would be reported as one letter.

8. At leader training meetings, project leaders, local leaders, or committeemen. are trained to carry on Extension activities. See item 53.
- 8b. Includes work done through the formally organized 4-H Club program, young men and women's work (YMW) and work with other youth.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organized 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 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. Do not report county, district, or state conferences of Extension personnel.

In reporting attendance at a meeting count the total number of different persons.

- 9b. In addition to the 4-H Club and YMW meetings you held or participated in, similar 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. In most situations State personnel will have nothing to report in column E.

Page 2 - Time should be reported to the nearest whole day.

11. Includes the farm management aspects of any Farm and Home Development work done.
12. Includes the production and farm marketing work done with all crops except those classified as horticulture. Also, includes all weed control work.
14. Includes the production and farm marketing of vegetables, fruits, nuts, and ornamentals.
15. Include all forest and forest product production and farm marketing work such as planting, timber stand improvement, timber harvesting, estimating and appraising, treating of wood products with preservatives, fire prevention, and production of maple-sirup products or naval stores work done with producers. All work done with buyers, mills and the industry should be reported under item 24.
16. Soil and water conservation means a program promoting primarily conservation practices.
19. Report time spent working with people on the specific matter of chemical residues on crops, livestock as it may affect the product, and in the home. It is recognized that much work in this field will be done in connection with the production and marketing aspects and probably be reported there. Item 19 is an attempt to pull out and report separately chemical residue work whenever possible.

- 20-22 Includes both the production and farm marketing aspects. Item 22 includes beef cattle, swine, sheep, goats and horses.
24. Include here all marketing work done with buyers, sellers, handlers, processors, and transporters of crops, livestock and livestock products, as well as forest products. This is the marketing work done after the crop, livestock, livestock product and forest product has left the control of the producer.
25. Includes water management for irrigation and drainage; farm structures and equipment; field power and equipment; vehicles and roads; farm power, heat, light, water supply and sanitation as related to the production and marketing aspects of the farm business.
26. Includes planning new or remodeled dwelling construction, home utilities, equipment, and related maintenance.
27. Includes landscape planning, planting and maintenance of the home surroundings.
28. Also includes the home management aspects of any Farm and Home Development Work.
40. Includes all general agricultural and rural family outlook work. Specific crop and livestock commodity outlook and marketing information given individuals in connection with their farm marketing should be reported under item 12, 14, 15, 20, 21, or 22.
41. Includes local community projects for improving health facilities, services and programs: schools, churches, libraries, roads, community centers, etc., and economic services such as credit facilities, marketing organizations, utilities, transportation and industrial development. This may or may not be done under the Rural Area Development and Area Redevelopment Acts. Also include such regional or area development programs that affect communities such as river basin, watershed, soil conservation district, land use, land reclamation and flood control.
42. Includes such things as developing an understanding of citizenship responsibilities and functions of government -- local, state, or national; study of public documents; national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, international problems; programs and organizations including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.
43. This item refers to training Extension gives its clientele. This is training in techniques of leadership. Training in leadership principles to improve attitude, motivation, and leadership skill, effectiveness of recruitment and recognition. Training in subject matter per se should be reported under the appropriate subject matter items.
44. Include time devoted to general administrative work such as office staff conferences, preparation of plans of work and reports and program planning.
46. All training received by you is reported in this item. Do not charge training you receive to subject matter items. Include days spent attending summer and winter Extension courses, workshops, district and State Extension

conferences, and other training activities organized primarily for the purpose of the professional development of Extension personnel.

48. Includes miscellaneous work that cannot be accounted for under one of the above headings.
49. This is total of items 11 through 48.
- 50, 51, 52 All time should be distributed to these items whenever possible. Only when there is no apparent relationship between work done and these three items will the time not be distributed.

Page 3

53. Include here only adult leaders. Junior leaders will be reported in item 65. A project leader, local leader, or committeeman is a person selected by Extension or the group they represent to lead some phase of the Extension program in organization or subject matter.
- 53d(1) An adult who works directly with 4-H Club members in a 4-H Club and has responsibility for organizing, planning and conducting the local 4-H Club with the members.
- 53d(2) An adult who works directly with 4-H Club members in planning and teaching the project or activity in a 4-H Club over a period of several weeks or months.
- 53d(3) Any other adults considered as leaders not fitting any above descriptions.
54. Include here the Extension organized Home Demonstration Clubs that meet regularly.
55. Include those groups that Extension organized for a specific interest. The distinguishing feature from item 54 is the lack of a permanent organization to carry the group from one subject to another.
58. Report youth other than 4-H Club members worked with during the year. Includes individuals and groups such as scouts, FFA, FHA, etc.

Page 4

64. No distinction is made between a project and an organized activity -- both are included in this item.
65. An older 4-H Club member performing any or all of the functions that an adult leader would otherwise be doing.

Page 5 - Time should be reported to nearest whole day.

- 66-88 Days reported here should already have been accounted for under Program Emphasis. Report here only those days that were devoted to the programs of agencies listed.
70. Include all time spent on Area Redevelopment work.
80. Report all time devoted to Civilian Defense, Rural Defense, and county defense committee work.