

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service  
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Prince George & Surry State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>W. Herbert Payne</u>	<u>Local Farm Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>
<u>Addie J. Burton</u>	<u>Local Home Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>



READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.

Approved:

Date \_\_\_\_\_

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

Form ES-21  
(Revised June, 1954)

EXTENSION TEACHING AND OTHER ACTIVITIES—Interpretation

Agents who devote more than one-half of their time to a line of work, as determined in item 20, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

When two or more agents are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

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. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

- 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.
- 4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported. News items prepared by local leaders should not be included.
- 5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
- 6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.

7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.

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

8b. For the definition of young men and women's work (YMW) see items 132 through 135.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or State conferences of extension personnel.

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

9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.

10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

## EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing pri- marily home demonstration work	Agents doing pri- marily 4-H Club work	Agents doing pri- marily agricul- tural work	County total
	A	B	C	D
1. Farm or home visits..... Number	300		1146	1446
2. Office calls..... do	76		356	432
3. Telephone calls..... do	30		405	435
4. News articles or stories prepared Number	4		7	11
5. Broadcasts made or prepared:				
a. Radio..... Number	1			1
b. Television..... do				
6. Bulletins distributed..... do	586		416	1002
7. Adult result demonstrations con- ducted..... Number	13		139	154
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	3		1	4
(2)..... Attendance	47		8	55
b. YMW work:				
(1)..... Number			2	2
(2)..... Attendance			57	57
c. 4-H Club work:				
(1)..... Number	2		2	4
(2)..... Attendance	13		39	52
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	87		33	120
(2)..... Attendance	1312		1476	2788
b. YMW work:				
(1)..... Number			3	3
(2)..... Attendance			78	78
c. 4-H Club work:				
(1)..... Number	54		59	113
(2)..... Attendance	637		1992	2629
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	29		38	57
(2)..... Attendance	181		436	619
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	45		46	91
(2)..... Attendance	443		913	1356



## EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

a. Name of citizens' organization or group having legal or quasi-legal status, if any:-----

*County Board of Supervisors*

b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a":-----

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

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D	C	D
	Number	Number	Number	Attendance		
a. Over-all or general.....	2	64	7	135		
b. Agricultural.....	2	16	4	16		
c. Home demonstration.....	1	27	1	19		
d. Young men and women.....						
e. 4-H Club.....	2	120	8	104		

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

Item	A	B
	Number	Attendance
a. Community or local meetings.....	12	99
b. County meetings.....	3	35

## 14. Number of fact-finding surveys for program-planning purposes made during the year..... 1

## 15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	49	35	XXXX	XXXX
b. In adult home demonstration work.....		64	XXXX	XXXX
c. In young men and women's work.....	1	1	XXXX	XXXX
d. In 4-H Club work.....	22	32	22	22
e. Total number of DIFFERENT leaders.....	72	129	22	22

## 16. Number of organized clubs or other groups carrying on adult home demonstration work..... 10

## 17. Number of members in such clubs or groups..... 101

GENERAL PROGRAM EMPHASIS—Interpretation

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed. Time should be reported to the nearest whole day.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents

engaged in the respective lines of work. Time should be reported to the nearest whole day. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. For example: 21c pertains to the time spent on the crop work as reported on page 9; 21d to the livestock work on page 11; and similarly through 21a; 21t covers the miscellaneous items reported on page 29, as well as time not accounted for elsewhere. Time in training local leaders in extension organization, and program planning should be reported under 21a. Training of local leaders in subject matter should be reported under one of the appropriate subject headings 21c through 21t. Additional information is given below.

Days devoted to cooperation with other agencies (items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".

21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.

21b. This is to include days spent attending summer extension courses, workshops, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.

The sum of subitems "a" through "t" should equal the total reported in item 19.

19. Days actually worked		20. Sum of subitems a, b, and c		21. Relative emphasis	
a	b	a	b	a	b
XXXX	XXXX	XXXX	XXXX		
XXXX	XXXX	XXXX	XXXX		
XXXX	XXXX	XXXX	XXXX		

## PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12		12	24
19. Total days worked.....	283		309	594
20. Days devoted to—				
a. Adult work.....	158		253	411
b. YMW work.....			3	3
c. 4-H Club work.....	127		53	180
21. Days devoted to—				
a. Extension organization and program planning.....	57		91	142
b. In-service training of agents.....	10		10	20
c. Crops.....			73	73
d. Livestock.....			81	81
e. Marketing; distribution; and service organizations.....			2	2
f. Soil and water conservation and management.....			20	20
g. Forestry.....			2	2
h. Wildlife.....			2	2
i. Planning and management of the farm business.....			3	3
j. Farm buildings and farm me- chanical equipment.....			5	5
k. House and surroundings, furnis- hings and equipment.....	43		1	44
l. Home management.....	3			3
m. Family economics.....	2			2
n. Clothing.....	16			16
o. Foods and nutrition.....	130		4	134
p. Health.....	11			11
q. Family life, child development, and parent education.....	1			1
r. Safety.....	3			3
s. Community development and public affairs.....	9		13	22
t. Days that cannot be charged specifically to one of items a through s.....	2			2

## CROPS—Production and Marketing—Interpretation

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

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

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

- (4) All other available evidence indicating the proportion of potential clientele in the county; for example, number of cotton growers who made use of extension information relating to that specific crop. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.

25. Include the total number of DIFFERENT persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25a through 25f.
- b. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42i.
  - f. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes, and harvesting of potatoes, fruits, and vegetables.
26. Include the total number of DIFFERENT producers helped with any FARM MARKETING problems relating to a specific crop or group of crops. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26a, b, or c.
- a. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
  - b. The use of market reports, supply and demand reports, outlook, etc.
  - c. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pas- ture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting .....	20	11		1			12	
23. Total number of personal contacts made individually or through meetings .....	420	115		6			245	
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices .....	296	84		8			430	
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production .....	<del>322</del> 322	80 210					220	
Of this number how many were assisted with—								
a. Use of improved varieties and strains .....	41	12					125	
b. Use of fertilizers .....	35	21					120	
c. Control of injurious insects .....	170	42					135	
d. Control of diseases .....	140	20					148	
e. Harvesting, storing, and curing .....	53	15					28	
f. Efficient work methods .....	77	22					34	
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing .....	425	24					61	
Of this number how many were assisted with—								
a. Preparation for market .....								
b. Commodity outlook and market information .....								
c. Arranging to sell and selling .....								

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LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting.....	3	10	2		20	
28. Total number of personal contacts made individually or through meetings.....	44	120	34		360	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	322	120	26		230 115	
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	70	120 165	25 58		230 365	
Of this number how many were assisted with—						
a. Selection and breeding.....	9	18	10		34	
b. Feeding.....	11	32	10		44	
c. Controlling external parasites.....	7	23	3		21	
d. Controlling diseases and internal parasites.....	6	64	9		230	
e. Efficient work methods.....	10	16	7		90	
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....	15	12	6		160	
Of this number how many were assisted with—						
a. Preparation for market.....	6	5	3		40	
b. Commodity outlook and market information.....	2	2	4		30	
c. Arranging to sell and selling.....	6	2	5		42	

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

**32. Columns A through F to include—**

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
- 32. Item should include—**
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and pro-

cessors, wholesalers, retailers, and others engaged in marketing grain.

- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginner in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.  
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

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

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

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing	2	74	2	2	1	1
b. Farm and home service						

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

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

Number

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

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

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

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

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

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

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

42. Item—
- e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.
  - f. Refers to problems relating to the removal of excess water: Installation of tile, drainage

ways, and ditches. Persons given assistance in saline-alkaline reclamation are to be included.

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

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

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

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

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

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

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	6	1	1
40. Total number of personal contacts made individually or through meetings.....	270	16	14
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	345	16	21

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	130
b. Contour and strip cropping.....	2
c. Terracing.....	6
d. Grassing waterways.....	18
e. Water supply, storage, and distribution.....	46
f. Drainage.....	
g. Irrigation.....	
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	136
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....	68
j. Production of soil-improvement crops.....	75
k. Crop rotations.....	45
l. Land clearing.....	26
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	6
d. Estimating and appraising.....	2
e. Production of maple-sirup products or navel stores.....	
f. Treating wood products with preservatives (fence posts and building timbers).....	6
g. Marketing of forest products (includes markets and timber-selling practices).....	12
h. Fire prevention.....	8
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	3
b. Making food and cover plantings for wildlife.....	16
c. Protection of wildlife areas from fire or livestock.....	14

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

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

**PLANNING AND MANAGEMENT OF THE FARM BUSINESS**

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

45. Number of voluntary local leaders assisting.....	8
46. Total number of personal contacts made individually or through meetings.....	216
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	112
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	78
b. Keeping and analyzing farm records.....	14
c. Developing an over-all farm plan.....	18
d. Making needed adjustments in farm organization.....	22
e. Developing supplemental sources of income.....	34
f. Obtaining and using credit.....	42
g. Selecting a farm for rental or purchase.....	4
h. Obtaining, training, and using farm labor.....	6
i. Legal aspects of the farm business.....	4
j. Income-tax accounting and related problems.....	21
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

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

## FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting.....	3	6
52. Total number of personal contacts made individually or through meetings.....	160	216
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	75	200
54. Farmers and other individuals reported in item 53-A, assisted with—		Estimated number
a. Arrangement of farm-building lay-out.....		22
b. Construction of farm buildings.....		36
c. Remodeling or repairing farm buildings.....		31
d. Selection or construction of farm-building equipment.....		6
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment.....		53
b. Developing labor-saving devices and equipment.....		18
c. Use, care, and repair of farm mechanical equipment.....		135
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes.....		31

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

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

- A. Covers specific practices listed under item 60 and other related work.  
 B. Covers specific practices listed under item 61 and other related work.

57. This item relates to the voluntary local leaders or committeemen who have **ACTIVELY ENGAGED** in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.

59. In estimating the total number of **DIFFERENT** homemakers and other persons in the county influenced **TO MAKE SOME CHANGE**, either through adopting a new practice or improving an old practice, the following factors should be considered:

- (1) Number of **DIFFERENT** persons reached through direct contacts (item 58 with duplications removed).
- (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
- (3) Probable number of other persons in the county reached with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
- (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number

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

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

**60. Item—**

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

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

**61. Item should include—**

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

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

## THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	12	10
58. Total number of personal contacts made individually or through meetings.....	269	140
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	162	128

60. Families, homemakers, and other individuals reported in item 59-A assisted with—	Estimated number
a. Building a new house.....	21
b. Remodeling or repairing the house.....	63
c. Improving kitchen or laundry.....	63
d. Improving storage space.....	20
e. Selection, installation, use, and care of water and/or sewage systems.....	30
f. Selection, installation, use, and care of heating and/or cooling systems.....	—
g. Planning electrical systems.....	24
h. Landscaping home grounds.....	33
61. Homemakers and other individuals reported in item 59-B assisted with—	
a. Selection, use, and care of home equipment (other than sewing equipment).....	73
b. Selection, use, and construction of home furnishings.....	113
c. Repair, reconditioning, and care of home furnishings.....	128
d. Furniture arrangement and use of accessories.....	128
e. Color schemes and wall finishes.....	128
f. Floor finishes.....	5

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

64. See item 59 for interpretation of what to include here.
- 65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.
- Assistance includes work done—
- b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
- c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in subitem 67h.)
66. Includes work done—
- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Subitem 48i covers legal affairs pertaining to the farm business.
67. Includes work done—
- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
- c. On both new and remodeled clothing.
- e. On the influence of good grooming on development of the individual.

## HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home	Family	Clothing
	management A	economics B	C
62. Number of voluntary local leaders assisting.....	6	2	20
63. Total number of personal contacts made individually or through meetings.....	86	4	63
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	86	2	56
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			86
b. In improving housekeeping methods.....			43
c. With family laundering.....			5
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			2
b. With family financial planning.....			2
c. With keeping and analyzing home records.....			2
d. With family legal matters.....			—
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			56
b. With care and mending of clothing.....			12
c. With clothing construction.....			56
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			56
e. With good grooming and posture (personal appearance).....			40

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

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

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	31	10	2	10
69. Total number of personal contacts made individually or through meetings.....	600	380	26	160
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	360	190	26	109
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				344
b. In selecting food.....				265
c. With meal planning and food preparation.....				240
d. With preservation and storage of food.....				195
e. In improving diets.....				240
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				190
b. First aid and home nursing.....				—
c. Dental-health education.....				—
d. Health education leading to physical examination by a physician.....				40
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				—
b. Providing recommended play, clothing, and equipment suited to age of children.....				26
c. Understanding roles of family members and strengthening family relationships.....				26
d. Individual adjustments and personality development.....				7
e. Home and family recreation.....				26
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				106
b. Accident prevention around the farm and home.....				87
c. Accident prevention away from home place.....				87

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

- A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.
- B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

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

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

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

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

77. Item includes—  
j. Music, drama, and art.

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

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

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

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

## COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	10	18	5	435
76. Developing and improving county or community organization.....	5	22	2	110
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	7	2	5	90
b. Improving health facilities, services, and programs.....	3	7	1	92
c. Improving schools.....	2	2		
d. Improving churches.....	4	5	3	27
e. Bettering town-country relations.....	1	1		
f. Libraries.....	1	1		
g. Roads.....	1	2		
h. Telephones.....	1	2		
i. Community centers.....	1	11	33	240
j. Recreation programs and facilities.....	3	16	10	311
k. Community beautification.....	5	4	8	55
78. Regional or area development programs or projects.....		2		
79. National programs and proposals affecting agriculture and rural life.....	4	6		
80. World affairs.....				
81. Emergency activities.....	2	2		30

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report to the nearest whole unit for the completed projects only.
- The following items include projects in—
89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

## SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....	91	66	89	acres
83. Other cereals.....				do.
84. Peanuts.....	69	52	124	do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetable growing.....	269	220	56	do.
90. Fruits.....				do.
91. Range and pasture.....	1	1	2	do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....	2	1	2	do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	80	47	2480	birds
97. Dairy cattle.....				animals
98. Beef cattle.....	3	3	3	do.
99. Sheep.....				do.
100. Swine.....	242	171	1148	do.
101. Rabbits.....	5	3	72	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXXXX	
105. Tractor maintenance.....	8	4	8	tractors
106. Electricity.....				articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	1	1	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking and food selection).....	66	41	656	dishes prepared
112. Canning and preserving (other than freezing).....	23	11	82	meals served
			738	quarts
113. Freezing of foods.....				quarts frozen
114. Health, nursing, and first aid.....			XX	pounds frozen
115. Child care.....			XXXXXXXXXXXXXX	
116. Clothing.....				articles
117. Home management.....			XX	garments
118. Home furnishings and room improvement.....	81	59	236	articles
			59	rooms
119. Home industries, arts, and crafts.....				articles
120. Junior leadership.....			XXXXXXXXXXXXXX	
121. All other.....			XXXXXXXXXX XXXXX	
122. Total.....	942	681	XXXXXXXXXXXXXX	



## 4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs.....		20
124. Different 4-H Club members--	Boys	Girls
a. Enrolled.....	590	329
b. Completing.....	421	240
125. 4-H Club members from--		
a. Farm homes.....	590	325
b. Rural nonfarm homes.....		4
c. Urban homes.....		
(For checking purposes; total equals 124a) ..	590	329
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	132	52
b. 2d year.....	60	38
c. 3d year.....	101	54
d. 4th year.....	114	62
e. 5th year.....	71	55
f. 6th year and over.....	112	68
(For checking purposes; total equals 124a) ..	590	329
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	27	23
b. 11 years.....	35	29
c. 12 years.....	39	47
d. 13 years.....	46	43
e. 14 years.....	57	37
f. 15 years.....	47	30
g. 16 years.....	26	28
h. 17-20 years, inclusive.....	258	42
(For checking purposes; total equals 124a) ..	590	329
128. 4-H Club members who received definite training in--		Members
a. Judging.....		131
b. Giving demonstrations.....		52
c. Group recreation leadership.....		36
d. Music appreciation.....		
e. Money management (thrift).....		12
f. Farm and home safety.....		116
g. Citizenship.....		
h. Personality improvement.....		6
i. Soil and water conservation.....		6
j. Forestry.....		2
k. Health, nursing, and first aid.....		
129. 4-H Club members having health examination because of participation in the extension program.....		
130. Number of members attending a 4-H Club camp.....		
131. 4-H Clubs engaged in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		20



## MISCELLANEOUS—Interpretation

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25e.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, housefurnishings, etc., which are to be reported in their respective subject-matter sections, Assistance in the selling of arts and crafts is to be reported in subitem 35b.

## MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	
137. FAMILIES assisted with control of household insects.....	
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain.....	
139. FARMERS and other individuals assisted with control of noxious weeds.....	
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	150
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

ESTIMATES FOR THIS SECTION SHOULD BE CONSISTENT WITH THE MOST RECENT COUNTY STATISTICAL DATA. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

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

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

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

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

## SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	184	22	14
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	412	25	12
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	548	27	12

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

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

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

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

165. Line is left blank for State use.

168. Line is left blank for State use.

## COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
<b>FEDERAL AGENCIES</b>				
146. Item discontinued.....				
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....			2	1
150. Fish and Wildlife Service.....			2	1
151. Forest Service.....			1	1
152. Bureau of Indian Affairs.....				
153. Agricultural Stabilization and Conservation Program Committee.....				
154. Rural Electrification Administration.....				
155. Selective Service System.....			1	
156. Soil Conservation Service.....				
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
<b>STATE AGENCIES</b>				
159. Health department.....	2			2
160. Highway department.....				
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....				
163. State employment service.....				1
164. Welfare department.....	1			
165. Other (specify).....				
<b>COUNTY AGENCIES</b>				
166. Soil conservation districts.....				
167. Vocational-agriculture and home economics departments.....	2			6
168. Other (specify).....				

### EXTENSION YOUR ANNUAL REPORT (1943-1944)

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

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

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

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

#### General Directions

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

#### The Narrative Report

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

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

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.
3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.
5. HOW next year's work can be strengthened and improved in light of the current year's experience.

For minor lines of work, only the results need to be reported to complete the record of the year's work.

The following suggestions may help you prepare a better annual report:

1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
2. Prepare an outline with main headings and subheadings.
3. Go over the information and data assembled from various office and field sources during the year.
4. Decide upon a few outstanding pieces of work to receive major emphasis.
5. Employ a newspaper style of writing, placing the more important information first.
6. Observe accepted principles of English composition.
7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

#### The Statistical Report

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

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

1954 PLAN OF WORK

Addie J. Burton  
Home Demonstration Agent

Assistant Home Demonstration Agent

Prince George  
County

I. SITUATION CONSIDERED IN WORKING OUT 1954 PROGRAM:

The social conditions of the County has been considered since it has been observed that activities within the home that make for happier family units have been limited. This has been true both because of facilities and the lack of family planning.

Labor opportunities in Petersburg, Hopewell, and Fort Lee Army Post are main sources of economical support for the County. General farming and market production play a similar part.

The basic needs and general interest of each community had a great deal to do with the selection of subjects for the 1954 program. Goals that were not attained the previous year were selected as topics for work again this year. It was felt that since they were worth selecting, they are also worth completing, at least for some.

II. CONTRIBUTIONS OF THE 1954 PROGRAM TO FAMILY LIVING:

The 1954 program is expected to contribute to family living by working toward the following goals: Better health through

improved water supply and good eating; convenient and attractive homes, thus adding to the comfort, conveniences and attractiveness; better housing with emphasis on screenings and other health improvements and reaching more people through good leadership. It is felt that with the use of good or better leaders the extension influence in the entire County could be increased.

Since the program was made up of a committee of twenty members which represented seven of the ten home demonstration communities, it is felt that the subjects selected will be of greatest interest to these communities.

It is believed that work on Food, Clothing, and Home Improvement will guide the families toward more wise spending. Special attention will be given to county activities and recreation within the home with the hopes of improving the social conditions of the county.

### III. 1954 PROGRAM AS PLANNED:

#### A. Subject Matter Field (Adult)

The program calendar is built around three major projects: Food, clothing, and home improvement. Along with these we will emphasize health and housing.

##### a. Foods objectives

1. To have better health through improved food supply and better planning.
2. To reduce expenditures for food through more food preservation.
3. To prepare and serve new and attractive dishes.

Procedures: A leader training meeting was held on December 8, 1953,

by Mrs. Mary L. Thompson to train leaders for demonstrations to be carried out during the months of January, February, March, and April. Special news and hints will be sent out by the Agent in order to emphasize the subject and to reach more people. These letters will also be sent into unorganized communities. Home visits will be made and discussions will be held at general meetings.

b. Clothing objectives

1. To improve sewing practices learned the previous year.
2. To have better dressed rural people.
3. To reduce clothing expenditures.
4. To improve the selecting of clothing with emphasis on personalities.

Procedures: A Home Demonstration leader training meeting will be held in Newville community in April 1954. The leaders will be trained to give the demonstrations for May, June, and July. The project will be emphasized through home visits and general discussions. Special assistance will be given to individual problems when needed. A dress revue will be used as a special interest feature in July.

c. Home Improvement objectives

1. To have more attractive and convenient homes.
2. To remove accident hazards.
3. To improve the outside appearance of the house emphasizing, paint, steps, screens, solid foundations and clean surroundings.

Procedures: Two result demonstrators will be selected from each club. They will serve as housing leaders for their community.

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A special campaign will be on throughout the county from March through September. A summary of improvements will be made in October.

d. Housing objectives

1. To have more adequate facilities to meet the family needs.
2. To have more comfortable homes with emphasis on improved water systems.

Procedures: Twenty result demonstrators will be selected. Result demonstrations from last year will be continued. Home visits, lectures and discussions on types of water systems will be used. General discussions will be given on more comfortable and convenient homes.

B. 4-H Club Subject Field

a. Foods - (Meal Planning) objectives.

1. To study kitchen rules for 4-H members.
2. To study table settings.
3. To learn the Basic 7 food groups.
4. To plan and prepare a family meal.
5. To learn to <sup>judge</sup> ~~prepare~~ products.

Procedures: There will be a method demonstration at each club meeting. Discussions will be used also. Members and junior leaders will be trained for demonstrations also.

The eight 4-H Clubs that meet in homes will carry this project.

b. Home making project (Your Room, Pep It UP)

1. To learn to make an attractive and comfortable room.
2. To learn to take care of his own room.

3. To learn the selection and use of pictures and other accessories.
4. To learn to judge each others work.

Procedure: This project will be carried by clubs that meet in schools. One summer meeting will be planned where members can work on any article started that they were not able to finish during the school term. Instructions will be given to the members for carrying out project. Leaders will check members report to note progress of home work. A club exhibit of work done by members will be held and judged by members, leaders, and Agent.

c. Food Preservation -- objectives

1. To improve methods of food preservation
2. To assist in improving family food supply.

Procedure: This project will be carried only by members that plan to do some actual work on it, especially during the summer months. Discussions in club meetings, home visits, and method demonstrations will be used.

IV. OTHER ACTIVITIES

A. Adult

1. Community projects will be selected by each club.

Work on these projects will be done by the community members and not just H D members. Projects will be selected so as to encourage community participation and increase the interest and influence of extension activities.

2. Federation goal: The objective will be to emphasize "better housing and improved water supply" through goal

- chairman and housing demonstrators. This will help the people become more aware of the common problems in the general housing conditions of the county.
3. National Home Demonstration Week: This week will be celebrated in the County with a talent show made up of one member from each home demonstration club. The show will be held in the Disputanta Training School. This program will serve as a means of entertainment for the county, a method of attracting the attention of non-club members and a means of stimulating club interest and participation since prizes will be awarded. The home agents from Sussex and Chesterfield County will serve as judges. They too will bring along a guest number for the program.
  4. Achievement Program: This program will be used to stimulate interest for the members throughout the year. Recognition for outstanding work and leadership will be given at this program.
  5. Work in unorganized communities: Work will continue to be done in these communities through school leagues and with individuals on special problems. This will serve to create interest and familiarize the people with extension work.
  6. State Farmers Conference -- This conference will be of great value to the people through demonstrations observed, speeches heard, and general contact with other people. All of the people will be encouraged to attend through home visits and club meetings.

7. Fund Raising Activity -- This will be conducted to build the Advisory Board Treasury. This will be used for achievement awards, 4-H and adult delegates expense and for county recreation.
8. Live-at-home Community Work:-- Work will be started in a new community in January. The community selected is one that needs closer supervision. There is room for a great deal of improvement in every phase of the live-at-home activities. It is felt that work in a new or different community may serve to stimulate the interest of the entire county.
9. Home Demonstration District Meeting:-- Delegates appointed by the H.D. Committee will represent the County. A summary of work accomplished on county goal will be given by goal chairman. The delegates are expected to bring back a good report from the meeting that will assist in the county program.

B. 4-H Club Activities

1. Achievement Day:-- Will be held with adults. A summary of years work and special recognition will be given.
2. Rural Life Sunday:-- Leaders and council members will play an important part and will plan to have a candlelight service. All clubs will be asked to participate.
3. National 4-H Week:-- The most outstanding club in 1953 (Templeton) will plan a program and invite all other clubs to attend and participate.

4. State Short Course:-- The Agent will assist clubs in sending a leader and delegates. Girls will be assisted in making uniforms and in travel to and from the College. Delegates selected to attend must have their project work up to date.
5. Wild Life Conference:-- The same procedure will be used as for State Short Course.
6. Fund Raising Activity:-- This drive will be conducted by the 4-H Council to build the Council treasury to be later used for 4-H expense.

V. SCOPE OF WORK

A. Organization

	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
Number of Home Demonstration Clubs	9	9	9	10	11
Membership	141	123	125	126	140
Number of 4-H Clubs	11	10	12	12	13
Membership	174	95	120	130	150
Number of young men and women's clubs	--	--	--	--	--
Membership	--	--	--	--	--
Community Improvement clubs	--	1	1	4	4
Membership	--	36	--	101	110
Other organizations	2	2	2	2	2

B. Number of families reached through:

Home Demonstration Clubs	134	152	162	180	200
4-H Clubs	183	160	170	190	200
Young Adult Clubs	37	--	--	--	--

V. SCOPE OF WORK (Continued)

	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
B. <u>Number of families reached through:</u> (Continued)					
Special interest groups	--	--	31	35	50
Result demonstrations	127	137	145	150	160
Home visits	99	129	135	85	135
Contacts by club members	166	173	180	85	130
Other (newspaper, radio, county meetings, etc.)	233	231	290	295	300
Estimate number of different families reached through above means	301	441	446	400	450

VI. PLANS FOR USING ORGANIZATIONS TO STRENGTHEN THE EXTENSION PROGRAM.

- A. County Home Demonstration Committee:-- The over all adult program will be set up by the committee. The group will make suggestions and set up the award system of recognition for outstanding work. Result demonstrators will be selected according to committee recommendations.
- B. County Board of Agriculture:-- The board will serve as the overall planning and promotion group for the extension activities and use its standing committee to develop neighborhood leader activity. It will select and send delegates to the State Advisory Board meeting. It will also encourage people to attend the State Farmers Conference. A special committee will make plans to raise funds to aid in conducting all activities. The board will have four meetings during the year.

- C. County 4-H Council:-- The Council will hold three meetings for training officers, discussing members responsibilities and for making plans to carry out activities. The plans will include fund raising activities, selecting delegates and county activities.
- D. County 4-H Planning Committee:-- A standing committee made up from the twelve 4-H clubs will be used to bring all clubs together into one working unit. The committee will plan the over all program and assist in carrying it out. The group will make suggestions and set up the award system of recognition for outstanding work.

VII. PLAN FOR LEADERSHIP

A. <u>Home Demonstration</u>	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
Number project leaders	38	59	63	64	70
Number federation goal chairmen	1	1	1	1	2
Number of program development leaders	7	8	9	10	12
Number or result demonstrators -		28	36	38	67
Number of meetings at which leaders were trained by specialist	--	--	--	--	3
Number of meetings at which leaders were trained by district agents		--	--	--	--
Number of meetings at which leaders were trained by agent	9	4	3	4	5
Attendance at all training meetings	29	14	41	45	64
Number club meetings held by leaders without agent present	39	25	27	21	35

(Continued)	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
Total number of demon- strations given by leaders	47	30	52	106	120
Total number of talks or discussion by leaders	42	17	20	21	50

PLANS FOR TRAINING AND USING LEADERS IN CARRYING OUT 1954 PROGRAM

1. Project leaders will be trained for each subject. They will give demonstrations, information and encourage participation. They shall make their check of results and report to the Agent. The training meeting will be held in homes, school, and the office.
2. Program Development -- will study outlook material and receive training in direct program planning and improvement for 1954.
3. Organization Leaders -- will be responsible for general club activities

B. 4-H Club

	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
Number of 4-H club officers	44	44	48	51	51
Number of Adult project leaders	21	18	10	12	14
Number junior project leaders	7	6	2	3	5
Number result demonstrators	--	--	--	--	--
Number of meetings at which leaders were trained by specialist	--	--	--	--	--
Number of meetings at which leaders were trained by district Agent	--	--	--	--	<u>1</u>
Number of meetings at which leaders were trained by Agent	--	3	1	3	3
Number of meetings at which leaders were trained by personnel in 4-H department	--	1	--	--	--

(Continued)	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
Attendance at leader training meeting	19	33	7	12	19
Number 4-H leaders trained individually	5	15	10	15	19
Number club meetings held by leaders without Agent present	47	42	53	43	55
Number demonstrations given by adult leaders	43	33	84	87	95
Number demonstrations given by junior leaders	2	3	2	6	10

PLANS FOR USING AND TRAINING 4-H LEADER

Training for leaders will be conducted in small groups. This training will include: reports and report making, the active 4-H project leader and sponsor, and group participation and cooperation. Leaders will receive sheets stating Agent and leader responsibility. After all group training meetings are completed, leaders will receive additional help individually through home visits.

VIII. PROBLEMS IN CARRYING OUT COUNTY PROGRAM

Helping leaders attend special meetings has been quite a problem for me. It is my plans to better organize leaders into smaller groups so that I may be responsible for transportation. This would improve the attendance and effectiveness of the meetings.

Trying to serve as Agent and secretary has handicapped me a great deal in getting out information and requested material on time.

Because of the difficulty the people interested have in attending night meetings, and because many work during the day, I have decided not to reorganize young Women's Club just now. Instead I will work

with them in the adult groups.

Trying to find a suitable place for certain types of programs or special activities have been quite a problem. So far we have had to hold all of our activities in a church or school. This has served quite a hardship in that all of programs have not fitted too well into these situations. We are still working toward a community center with the hopes of solving this.

IX. PLAN FOR WORK WITH OTHER AGENCIES

- A. U.S.D.A. Council -- Attend monthly meetings. Discuss special problems and carry information to people.
- B. Public Health Department -- Send circular letters prepared from information received. Use leaders to interest the public in what ever drive is on.
- C. Farmers Home Administration -- Give special assistance to families cooperating. Send possible clients to the Agency.
- D. National Farm Loan Association -- Explain the Agencies operation and send possible clients to the field.

X. PLANS FOR DEVELOPING GOOD PUBLIC RELATIONS IN COUNTY.

- A. Elected representatives -- Include them in special mailing list. Send summary of accomplishments and participation in program.
- B. General Public -- Publish all county wide and special meetings. Write more news articles and at least one feature story of accomplishment.
- C. Co-Workers -- Attend conference and discuss our general program. Include them in the mailing list. Give assistance when requested and ask them for assistance.

- D. Other professional workers -- Enlist their assistance as program speakers, seek information from them on subjects in special fields.

XI. PLANS FOR RECORDING PROGRESS AND EVALUATING PROGRAM

Check general effect of special programs and other activities the succeeding month at meetings. Make notation of results on plan of work. Prepare forms for leaders, members, and clubs to use in reporting work. Check for results while making home visits. Use leaders and members report to evaluate results of 4-H work.

XII. PLANS FOR PROFESSIONAL IMPROVEMENT

A. Organized study

1. Schools -- none
2. Short Course -- attend Agents Conference.

B. Reading Professional Books and Publications--

To use three professional publications for personal improvement and for information for our program regularly:

1. What's New In Home Ec.
2. Good House Keeping
3. Farm and Home Journal

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# •Annual Report

## COUNTY EXTENSION WORK

Virginia Agricultural Extension Service



Addie J. Burton  
agent

1954

● \_\_\_\_\_  
assistant agent

Luice Iscarpe  
county

VIRGINIA AGRICULTURAL EXTENSION  
SERVICE

ANNUAL REPORT  
HOME DEMONSTRATION WORK  
1954

Prince George County

Addie Burton, Agent

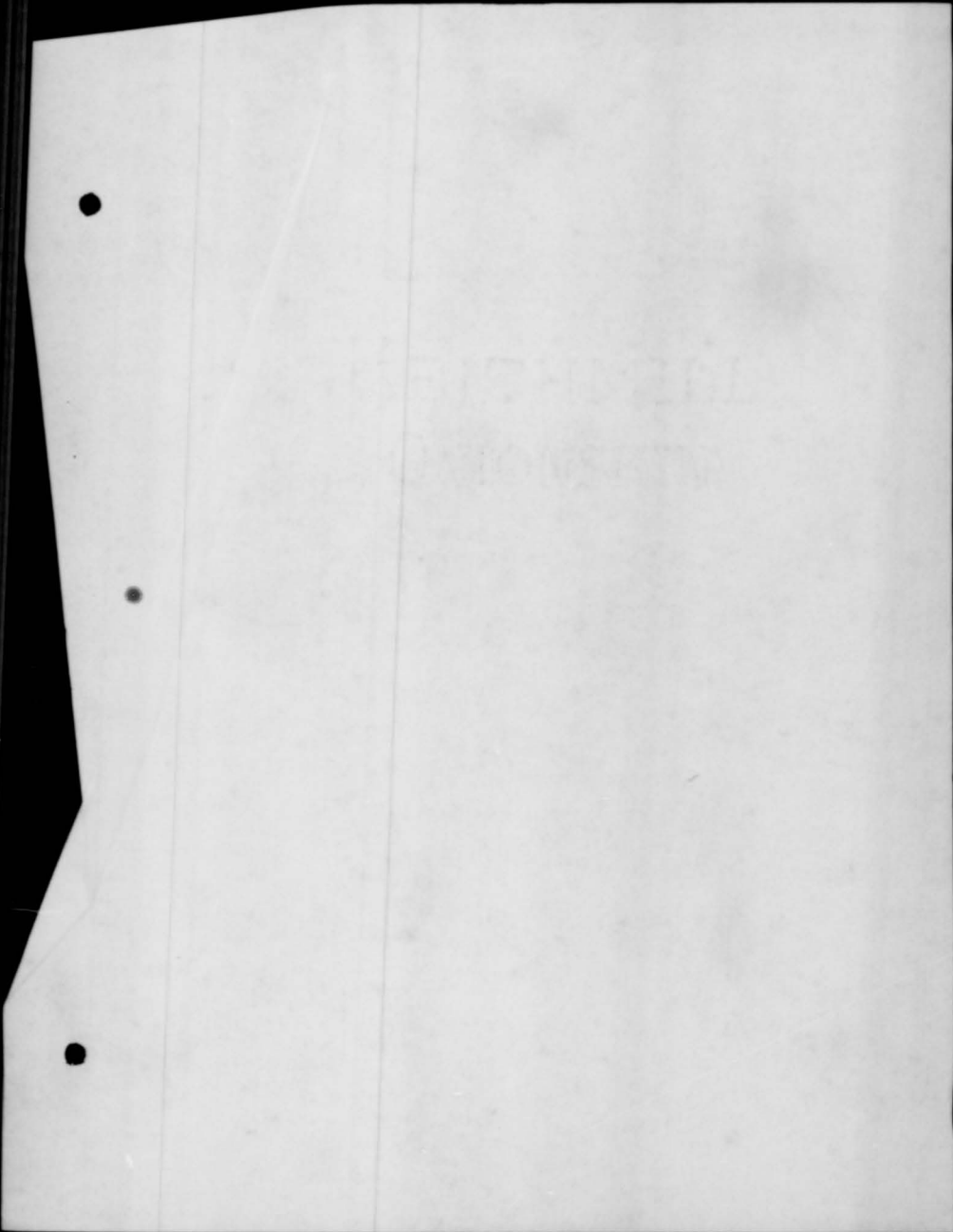


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## I. COUNTY SITUATION AS IT AFFECTED THE 1954 PROGRAM

With the labor opportunities in Petersburg, Hopewell, and Fort Lee Army Post, I find the county men and women gradually leaving their homes and farms the year round in order to supplement the family income. With the ladies working away from home during the day, it has compelled the Agent to hold night meetings in a number of communities that are interested. As a result, we have twelve regular night meetings and seven regular day meetings. Changing a number of the meetings from day to night has meant only a slight solution to the problem. The ladies in 85% of the cases must depend upon the men to bring them to the meetings if they are held at night. In many instances the ladies work in the day and men at night, thus the lady still can not attend the meeting of her choice. This accounts for the decrease in enrollment, or offers very poor chances for an increase.

Since our chief crops grown in the county are peanuts, tobacco, and cotton, a great deal of labor is required for harvesting. The very limited number of farm labor saving devices often cause the children and ladies to harvest the crops while the men continue working in the city. This too, plays a great part in our club attendance.

Because of the limited space in the county high school, we have found it almost impossible to hold 4-H club meetings in the elementary department of the consolidated school at Disputanta. A few of the parents permit their children to come out at night to meet in various

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homes. This too creates a problem in many ways. First of all we do not have sufficient 4-H leaders to take care of the groups properly at night, and realizing that they are children, quite often it is a problem getting to or from meetings.

## II. ADULT WORK

### A. Project Work

#### 1. Foods and Nutrition objectives

- a. To have better health through improved food supply and better planning.
- b. To reduce expenditures for food through more food preservation.
- c. To prepare and serve new and attractive dishes.

### METHODS USED

A leader training meeting was held on December 8, 1953 by Mrs. Mary L. Thompson. Leaders were trained for demonstrations that were done during the months of January, February, March and April. Special news letters and hints were sent out by the Agent to club members in order to emphasize the subject and reach more people. The letters were also sent in unorganized communities where mailing addresses could be obtained. Home visits were made and discussions were held along with the demonstrations at general meetings. On December 16, three leaders that could not attend the regular meetings were trained by the Agent.

### RESULTS OBTAINED

Twenty leaders attended the specialist training meeting. These

represented nine of the ten Home Demonstration Clubs. The leaders were able to conduct eighteen meetings alone and assisted with seven demonstrations as a result of the training. With the assistance of the twenty-three leaders we were able to make 340 personal contacts individually or through meetings. It is estimated that 240 different families in the county were assisted directly or indirectly to adapt practices recommended. Included in this number are families that began serving new milk dishes, those that learned more about the selection of fruits and vegetables, and those that approved and now enjoy the economical one dish meals. It has been reported that 42,661 quarts of food were preserved and 3,212 pounds frozen by club members.

2. House Furnishings and Housing.

- a. To have more comfortable homes with emphasis on improved water supply.
- b. To have more attractive and convenient homes.
- c. To improve the outside appearance of the house emphasizing paint, steps, screens, solid foundations and clean surroundings.
- d. To remove accident hazards.
- e. To have more adequate facilities to meet the family needs.

METHODS USED

Two result demonstrators were selected from each club. They served as housing leaders for their community. A special home improvement campaign was on from March through October. The campaign was climaxed with a tour on November 20th. Home visits and discussions were used

to stimulate further interest and as a means of passing out more information.

RESULTS OBTAINED

With the assistance of twenty leaders it is estimated that 175 personal contacts were made in the house and surroundings, and 140 personal contacts were made in furnishings and equipment. These contacts were made either individually or through meetings. The largest amount of improvements were shown in color schemes, furniture arrangement and use of accessories. One hundred-twenty-eight reported changes in these.

3. Clothing objectives

- 1. To improve sewing practices learned the previous year.
- 2. To have better dressed rural people.
- 3. To reduce clothing expenditures.
- 4. To improve the selecting of clothing with emphasis on personalities.

METHODS USED

A leader training meeting was held in Newville community on April 29th at the home of Mrs. Helen Price. Since Newville was a recently organized club it was held in that community so as to enable as many of their members as possible to come in and observe. Special assistance was given to individual problems when needed.

RESULTS OBTAINED

Eight clothing leaders were trained for demonstrations in May, June, and July. Five of the Newville Home Demonstration Club members

were able to attend and observe. This added much to their progress in the project. Improvements are shown daily in selecting of clothing with emphasis on personalities. Because of the interest shown in sewing and the ability of many of the members to do a good job at it, clothing expenses are steadily decreasing. Seventeen garments were made, two were renovated.

#### B. Federation Goal

"Better Housing and Improved Water Supply" is the goal selected by the home demonstration planning committee. The choice of this goal is based on topics selected and sent in by each club. Through group discussion it was decided that better housing needed the attention of every family in the county.

#### Objectives --

1. To encourage county wide participation in the extension program.
2. To emphasize the need and comforts of better housing.
3. To have more well kept homes.

#### Methods --

The county goal was made known to every one. Each community selected two housing leaders. They worked directly with the Agent and county goal chairman in reporting accomplishments and in seeking assistance for other members.

Participation of people was very good. Each year we notice greater improvements and increased interest in better housing. As reported in the statistical, five new houses were built, twenty-seven

remodeled or made major repairs, nine landscaped home grounds, twelve improved storage space and 53 improved kitchen or laundry equipment.

#### C. Other Activities

Result demonstrations were selected as a method of teaching, developing leadership and stimulating community interest. It was also felt that result demonstrators would enable us to work more closely with individuals, to better work toward goals set up, and to produce better results, thus encouraging more people.

#### METHODS USED

Result demonstrators for various subjects were chosen by club members and home demonstration planning committees. Some were volunteers. These demonstrators were given information through letters and home visits. They were asked to attend each leader training meeting pertaining to the subject.

#### RESULTS

There were forty-two demonstrators working during the past year carrying such projects as improved kitchens and furnishings, complete water systems, home grounds and better housing. On November 20, a tour was made to five of the result demonstrations, with thirty-seven persons attending. These persons heard stories of the improvements made and plans for continued improvement. Three of the five had installed complete water systems.

#### 2. Home demonstration Week objectives

- a. To attract the attention of non-club members.
- b. To stimulate interest and participation from members.
- c. To serve as a means of entertainment and information for the general public.

METHODS USED

A special county program was planned by the home demonstration committee and the county advisory board. It was a talent program with Home Demonstration members participating and a fund raising activity with home demonstration members chosen as Queen of each club.

RESULTS

The program was held at the Providence Church on May 10th. Approximately 380 persons attended. First, second, and third prizes went to Loving Union, Burrowsville, and Blue Star clubs respectively for talents on programs. First, second, and third prizes went to Templeton, Ivy Leaf, and Union Branch Home Demonstration Clubs in the fund raising activity for the County Advisory Board.

Three of the four delegates appointed by the Home Demonstration Committee represented the county on May 6th, at the District meeting in Petersburg, Virginia. A summary of work accomplished on county goal was given by the federation goal chairman. The delegates brought back to the county a very good report on highlights of the District meeting.

3. Live-at-home Community Work

Live-at-home community work was reorganized in the Providence community on January 27th at the Providence Church. At this meeting the people were given information pertaining to the program. They were informed about the importance of community participation, officers were elected and members enrolled. Persons were also selected to assist the scoring team. Each family was contacted individually during the first scoring. There are sixty-seven families living in the community. Twenty-four families were represented at the first meeting. The second.

scoring has not been completed at this writing, but definite improvements can be seen around some farms and homes.

4. Special Interest (Tray Painting)

On May 14, Miss Perry trained five leaders in tray etching. On September 29, twenty-three ladies met at the home of Mrs. Sadie Blard of Loving Union to etch trays. The five leaders trained by the specialist worked with the agent in training this group. This group represented interested persons from seven of the ten communities. Three non-club members made trays that day and since then has joined a club.

5. Community Project

Members of the Pleasant Grove Home Demonstration Club selected as their community project, "Beautifying the Church Lawn in the Community." Club members and other interested persons agreed to contribute lawn seeds and flower bulbs. The club purchased fertilizer for the lawn. With the assistance of the husbands of home demonstration members each Saturday evening for about a month a great deal of improvements were made. This is being continued.

III. 4-H CLUB WORK

A. Project Work

1. Foods and Nutrition (Meal Planning) objectives.
  - a. To study kitchen rules for 4-H members.
  - b. To study table setting.
  - c. To learn the basic seven food groups.
  - d. To plan and prepare a family meal.
  - e. To learn to judge products.

METHODS USED

A leader training meeting was held with five leaders attending. Leaders were trained for the project. Record sheets and other materials were given to the leaders to be passed on to the members. Method demonstrations were given at each meeting. Discussions were also used.

RESULTS

Five leaders held thirty-one meetings and gave demonstrations. Of the sixty-six members enrolled, forty-one completed the project. Parents reported improvements in table setting and kitchen rules. The members became more conscious of the basic seven foods in planning meals. New dishes were tried 652 times.

2. Room Improvement objectives.

- a. To learn to have an attractive room and a comfortable room.
- b. To learn to care for own room.
- c. To learn the selection and use of pictures and other accessories.
- d. To learn to judge each others work.

METHODS USED

This project was carried by clubs that met in schools. One summer meeting was planned so members could work on articles that they were not able to finish during the school term. Instructions were given to the members for carrying out the project. Leaders helped to check members reports to note progress at home.

RESULTS

Of the 81 enrolled in the project, 59 completed. Records showed that 236 articles were made by these members. Eight leaders were trained. They conducted 14 meetings without the Agent.

3. Food Preservation (canning) objectives.
  - a. To improve methods.
  - b. To assist in improving family food supply.

METHODS USED

This project was carried only by members who wanted to really work on it. Especially persons that would be home during the summer months. Discussions in club meetings, home visits, and method demonstrations were used.

RESULTS

Twenty-three members enrolled in the project, 11 completed. A total of 738 quarts were preserved by the group. These 738 quarts will certainly add something to the families food supply. Seven of the members reported that they enjoyed taking the project because they better understand methods used.

B. Other Activities

1. Community activities (Rat campaign) objectives.
  - a. To stimulate 4-H club participation.
  - b. To kill as many rats as possible.
  - c. To raise funds for 4-H council expenses.

METHODS USED

On February 15, the two home agents in the county gave a radio talk to the public over radio station WSSV Petersburg. The talk was a follow-up of illustrative materials, and circular letters that had been sent to every family possible in the county. The radio discussion emphasized plans for the county wide campaign. Such information was given as things to look for in a good bait, precautions to

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use in putting down the poison, and from what places in each community the poison could be obtained.

#### RESULTS

All organizations of the county cooperated 100% in making it a county wide affair and a complete success. All persons followed the date set up as the time to put out the bait and the length of time to keep it down. One hundred and seventeen dollars and seventy-five cents was turned in to the 4-H council treasury as profit. Most of the people using the bait expressed their approval of its effects and suggested that such a campaign be repeated.

#### 2. National 4-H Week objectives.

- a. To encourage project completion.
- b. To better acquaint the public with 4-H activities and their purpose.

#### METHODS USED

Each club was informed to work for 100% project completion. They were told that the club that reached such a goal or that had the highest percent of completion would receive special recognition during National 4-H Week.

#### RESULTS

Templeton 4-H Club was the most outstanding club in 1954. They planned a program to be held in their community and invited all other clubs to take special parts on the program. The program was held on March 14. This club received the gold cup as a souvener for their project completion, attendance record, and community work. Forty-seven members and five leaders had parts on the program. Approximately 185

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other persons were present.

3. 4-H Trip objectives.

- a. To continue to have annual 4-H outing.
- b. To provide a day or more for relaxation.
- c. To encourage non-4-H members.

METHODS USED

Members of the 4-H Council with the assistance of their leaders and Agent agreed to attempt a trip to Washington, D. C. instead of a trip to Sea View Beach again. This was approved by a large number of parents and members.

RESULTS

On Saturday, July 31, a total of 113 members, leaders, and parents enjoyed a bus trip to Washington, D. C. We all were able to visit such places as the Capitol, Pentagon, Monument and Lincoln Memorial. The rest of the day was spent sightseeing, resting, and enjoying picnic lunches in the Zoological Park. Profit realized from the trip was turned in to the 4-H Council treasury to be used for prizes and delegates expenses for the year.

4. 4-H State Short Course and Wild Life Conference

Delegates were sent to represent the county to each of these conferences. In order to be qualified to attend we have established the rule that one must have his project work up to date, be neat in appearance, and capable of taking part in activities carried on at the conference. Four girls were sent from our County last year. They were assisted in fitting and making their uniforms by the leader and the Agent. Their expenses were taken care of from the Council treasury.

IV. SCOPE OF WORK

Scope of Work	1950	1951	1952	1953	1954
Number H D Clubs or Groups	9	9	9	10	10
Membership	141	123	125	126	101
Number 4-H Clubs	11	10	12	12	12
Membership	174	95	120	130	147
Number other families reached	233	425	430	85	244
Number of different families reached					
Number of community clubs				1	1
Membership				31	67

V. FUNCTIONING OF VARIOUS ORGANIZATIONS

A. County Home Demonstration Committee

The over all adult program was set up by the committee. The group made suggestions and set up award system of recognition for outstanding work. Result demonstrators were selected to according to committee recommendations. County objectives and long time goals are set up by the committee.

B. County Board of Agriculture

The board served as the over all planning and promotion group for the extension activities and used its standing committee to develop neighborhood leader activity. It selected and sent delegates to the state Advisory Board meeting. It also encouraged people to attend the State Farmers Conference. A special committee made plans for a fund

raising activity. This was reported earlier in this narrative under the National Home Demonstration Week Celebration. The amount of \$350.11 was raised by the ten clubs and turned over to the Advisory Board treasury. This money takes care of all adult extension expenses in the county. It assists the 4-H members financially when necessary. It was agreed in the October meeting of the Advisory Board that money would be taken from the Advisory Board treasury to purchase two acres of land. This land will be the site for a new recreation center for the county. The center is to take care of extension programs or activities.

The annual County Advisory Board picnic sponsored each year for the adults, 4-H members and families, and friends was held on August 4, at Spring Lake Park. Approximately 180 persons attended and enjoyed the day of rest and recreation.

C. County 4-H Council

The Council held three meetings for the purpose of training officers, discussing members responsibilities, and for making plans to carry out activities. The plans included 4-H fund raising activities, selecting delegates for conferences, and other county prizes or awards.

D. County 4-H Project Planning Committee

A standing committee made up of the twelve 4-H clubs were used to bring all clubs together into one working unit. The committee, which consisted of 4-H members, adult leaders, a representative of the county Advisory Board, and the Agent planned the over all program. This program was planned based on suggestions coming in from all clubs as to the needs and interest. The committee also made suggestions

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and set up the award system of recognition for outstanding work.

## VI. LEADERSHIP

A. Contributions of the following volunteer leaders to the program:

1. Organizational leaders have done a very important job in the program by placing stress on better organized groups for better clubs.
2. Program development leaders have succeeded after each program in receiving general criticisms or approvals from the members. Thus has aided the attempt to improve or benefit from each activity and also to keep the interest of the members.
3. Subject matter leaders have meant a great deal to the program by assisting the agent in giving information and instructions as well as method demonstrations.

## B. Growth of Leadership

HD CLUB PROJECT LEADERSHIP	1950	1951	1952	1953	1954
Number project leaders (subject matter)	38	59	63	64	64
Number goal chairmen	1	1	1	1	1
Number Program Development Leaders	7	8	9	10	10
Number result demonstrators		28	36	38	42
Number training meetings by specialists					2
Number training meetings by District Agent					
Number training meetings by Agent	9	4	3	4	3
Attendance at all training meetings	29	14	41	45	80
Number Meetings without an agent	39	25	27	21	29

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<u>HD CLUB PROJECT LEADERSHIP (Continued)</u>	<u>1950</u>	<u>1951</u>	<u>1952</u>	<u>1953</u>	<u>1954</u>
Number meetings leaders assisted					87
Demonstrations by leaders	47	30	52	106	103
Talks and discussions by leaders	42	17	20	21	80
<u>Growth of 4-H Club Project Leadership</u>					
Number club officers	44	44	48	51	51
Number adult project leaders	21	18	10	12	14
Number result demonstrations					
Number training meetings held by specialists					
Number training meetings held by agent		3	1	3	2
Number training meetings held by district agent					
Number training meetings held by member club department					
Attendance at leader training meeting	19	33	7	12	13
Number 4-H leaders trained individually	5	15	10	15	3
Number Club meetings held by leader without agent present	47	42	53	43	45
Number of additional club meetings at which leaders assisted					54
Number demonstrations given by adult leaders by juniors	43	33	84	87	49
	2	3	2	6	3

### C. Outstanding Leader and Her Accomplishments

Mrs. Mitt Patrick, the leader of the Union Branch 4-H Club has been chosen as the outstanding leader for this year. Mrs. Patrick is the mother of eight children, five of whom belong to the 4-H and attend each month. If something occurs and Mrs. Patrick has to miss a meeting

she has always trained her 17 year old daughter Marion to take her place.

The Union Branch club consist of boys and girls. They meet at night from house to house. Mrs. Patrick does not have a car, so many of the nights she walks a mile or a mile and a half to meet her group. She attends all of the leader training meetings. Her club always has an active part in whatever program or activity is going on. She believes in keeping the members busy. It is her greatest desire to have 100% project completion. Mrs. Patrick now has six years of service to her credit.

D. Outstanding Family and Their Accomplishments.

The family of Mr. and Mrs. Willie Stith may well be chosen as the outstanding family for 1954. They are both very active and cooperative in every phase of the extension program. They are also one of our farm and home unit demonstrators.

Mrs. Stith held the office of president of her home demonstration club (Templeton) for two years. She is at present vice president. They are both members of the county Advisory Board. Their home and farm was selected as one of the places included on the State Advisory Tour in September 1953. She was a delegate to the State meeting in 1954. Mrs. Stith also serves as a program development leader and as clothing leader for her club.

The Stith's have two children. A son, Garland, who is also very active in the extension program. There is a daughter, Elizabeth, that is teaching.

In 1954 Mr. and Mrs. Stith made wonderful improvements in their home. They remodeled the kitchen and added a new complete water system. The bath room is one of their long time dreams that has come true. Plans are in process now for improving the back porch and adding sufficient storage and closet space.

Their home, and farm, as well as wonderful spirit of cooperation is a living example to the entire county.

#### E. Most Outstanding Club

Ivy Leaf home demonstration club has been selected as the most outstanding club. It was chosen as such because of the interest of its officers, leaders, and members in whatever activity is carried on.

This club consist of only eight members. Seven of the eight are present at every meeting. This group requests more special interest projects than any other group. Six of the eight ladies work away during the day, yet they have ways of shifting days or hours in order to attend leader training and special interest meetings.

Each member made home improvements in 1954. Two installed partial water systems, three painted their houses, five painted at least two rooms, and one bought an electric range. This club won second prize in the advisory board fund raising activity in 1954.

#### VII. WORK IN COOPERATION WITH OTHER AGENCIES

A. Public Health Department -- Sent our circular letters prepared from information received. Used leaders to interest communities in whatever drive was on.

B. Farm Home Administration -- Gave special assistance to families cooperating. Sent possible clients to the agency.

C. U.S.D.A. Council -- Attended as many meetings as possible. Discussed special problems and carried information to the people.

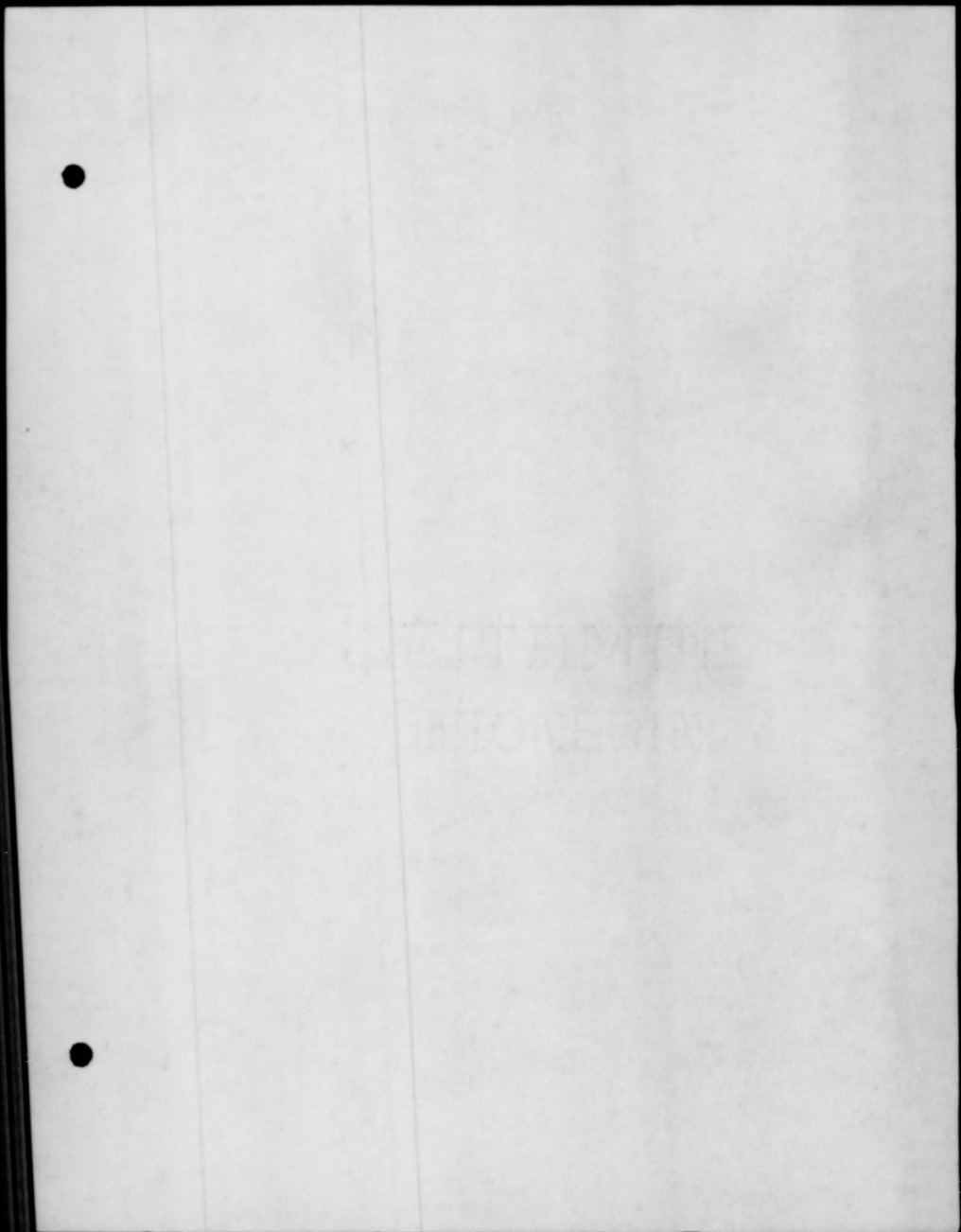
D. Co-Workers, Vocational Teachers -- Attended conference and discussed our general programs. Tried to avoid repetition when working with the same people. Gave assistance when requested, and asked them when necessary.

#### VIII. APPRAISAL OF YEARS WORK

It is felt that the 1954 program of work contributed to better home making through the 4-H projects of Your Room and Meal Planning. Food preservation certainly played a great part there both with the youth and adults. From the suggestions sent in by each club to the 4-H and H D program planning committees, it is evident that basic needs, general interest, and goals selected shows that the people are eager to see and experience better rural living. From the number of improvements seen all made more convenient and attractive homes, improved water supply and good eating, and better housing it is felt that the extension influence in the entire county is growing.

In light of the 1954 experiences we are hoping that next years work can be strengthened by continuing to work on goals not attained. It is believed that with the use of good or better leaders and increased membership that a difference should be seen in next years work.

Considering what has been accomplished this year, the most important thing needing to be done is to strengthen the 4-H program by the use of more and better leaders.



TEMPORARY  
RECORDS