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 Henrico *State* Virginia

REPORT OF

Name of Agent	*Title*	*Period of Service From*	*To*
Wilhelmina H. Bingham	Local Home Agent	Dec. 1, 1959	Oct. 16, 1960
Elaine M. Washington	Local Home Agent	Oct. 17, 1960	Nov. 30, 1960

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

Approved:

Date _____ _____

State Extension Director

Form FES—21
(Revised June 1959)

503208°—59——1

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 primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	County total D
1. Farm or home visits.....Number	364			364
2. Office calls.....do	29			29
3. Telephone calls.....do	484			484
4. News articles or stories prepared.....Number	9			9
5. Broadcasts made or prepared:				
a. Radio.....Number				
b. Television.....do				
6. Bulletins distributed.....do	6008			6008
7. Adult result demonstrations conducted.....Number				
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number	11			11
(2).....Attendance	39			39
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	5			5
(2).....Attendance	11			11
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number	125			125
(2).....Attendance	1634			1634
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	73			73
(2).....Attendance	2283			2283
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number	21			21
(2).....Attendance	197			197
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	9			9
(2).....Attendance	145			145

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program. Meetings and attendance reported in items 12 and 13 should also be included in item 9 or 10, whichever is applicable.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4–H Clubs or 4–H executive committees.
14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here. These facts may be obtained through mail questionnaires, telephone, or personal interview.
15. A project leader, local leader, or committeeman is a person selected by extension or the group they represent, to lead some phase of the extension program in organization or subject matter. Included should be members of the county-wide councils or committees reported in 12, as well as in items 22, 27, 39, 45, 51, 57, 62, 68, and column C on page 23, less duplications.

15e. Total of a, b, c, and d, less duplications due to the same person serving as leader in more than one line of work.

17. Where home demonstration program is carried on through a school, church, women's club, or farm-organization unit, include only that part of the total membership which is interested in home demonstration work.

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... Henrico 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
	Number	*Number*	*Number*	*Attendance*
a. Overall or general	1	57	4	60
b. Agricultural				
c. Home demonstration	1	27	2	18
d. Young men and women				
e. 4-H Club	1	63	2	19

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	16	257
b. County meetings	2	23

14. Number of fact-finding surveys for program-planning purposes made during the year... 2

14½. Are you currently engaged in Program Projection in your county? ..... (Check one) Yes ____ No. ✓

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	
	A	B	Boys C	Girls D
a. In adult agricultural work			XXXX	XXXX
b. In adult home demonstration work	10	74	XXXX	XXXX
c. In young men and women's work			XXXX	XXXX
d. In 4-H Club work	3	18	1	4 106
e. Total number of DIFFERENT leaders	12	89	1	106

16. Number of organized clubs or other groups carrying on adult home demonstration work... 15

17. Number of members in such clubs or groups... 249

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 21s; 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.

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work A	Agents doing primarily 4–H Club work B	Agents doing primarily agricultural work C	County total D
18. Calendar months of employment	12			12
19. Total days worked	233			233
20. Days devoted to—				
a. Adult work	132			132
b. YMW work				
c. 4–H Club work	101			101
21. Days devoted to—				
a. Extension organization and program planning	48			48
b. In-service training of agents	10			10
c. Crops				
d. Livestock				
e. Marketing; distribution; and service organizations				
f. Soil and water conservation and management				
g. Forestry				
h. Wildlife				
i. Planning and management of the farm business	1			1
j. Farm buildings and farm mechanical equipment				
k. House and surroundings, furnishings and equipment	28			28
l. Home management	24			24
m. Family economics	34			34
n. Clothing	38			38
o. Foods and nutrition	24			24
p. Health	10			10
q. Family life, child development, and parent education	2			2
r. Safety				
s. Community development and public affairs	2			2
t. Days that cannot be charged specifically to one of items a through s	12			12
21½. How many of the total days worked, as reported in item 19 and also distributed under item 21, would you estimate were devoted to families with whom you are working through Farm and Home Development as reported on page 24	6			6

CROPS—Production and Farm 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.

CHEMICAL CONTROL OF WEEDS in crops, fruits, vegetables, pastures, roadsides, and the like is to be reported in item 139.

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.

e. Includes those assisted in on-farm storage. Work done in grain sanitation is to be reported under item 138.

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 Farm 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, pasture, 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								
23. Total number of personal contacts made individually or through meetings								
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices								
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production								
Of this number how many were assisted with—								
a. Use of improved varieties and strains								
b. Use of fertilizers								
c. Control of injurious insects								
d. Control of diseases								
e. Harvesting, storing, and curing								
f. Efficient work methods								
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing								
Of this number how many were assisted with—								
a. Preparation for market								
b. Commodity outlook and market information								
c. Arranging to sell and selling								

LIVESTOCK—Production and Farm Marketing—*Interpretation*

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

F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.

27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.

28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.

29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—
   (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
   (2) Membership in related extension groups such as 4–H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
   (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
   (4) All available evidence indicating the percentage of the potential clientele in the county: Number of farms and other places that made use of extension information relating to specific kinds of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.

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

Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.

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

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

LIVESTOCK—Production and Farm 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						
28. Total number of personal contacts made individually or through meetings						
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices						
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management						
Of this number how many were assisted with—						
a. Selection and breeding						
b. Feeding						
c. Controlling external parasites						
d. Controlling diseases and internal parasites						
e. Efficient work methods						
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing						
Of this number how many were assisted with—						
a. Preparation for market						
b. Commodity outlook and market information						
c. Arranging to sell and selling						

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 processors, 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 ginners 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	E	F
	Number	*Number*	*Number*	*Number*	*Number*	*Number*
a. Marketing and purchasing						
b. Farm and home service						

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

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

Number

34. SURVEYS made during the year on specific problems of—
- a. Marketing ____
- b. Service facilities ____

35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:
- a. Agricultural products ____
- b. Home products (arts, crafts, etc.) ____

36. 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 ginners ____
  (2) Other ____
- d. Tobacco ____
- e. Oil crops (soybeans, flax, peanuts, etc.) ____
- f. Sugar crops ____
- g. Dairy and dairy products ____
- h. Poultry and poultry products ____
- i. Meat animals and meat products ____
- j. Fruits and nuts ____
- k. Vegetables including potatoes ____

37. Food retailers assisted with merchandising problems ____

38. Persons assisted with CONSUMER information on agricultural products ....*estimated total*.. ____

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

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

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

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

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, drainageways, 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 A	Forestry B	Wildlife C
39. Number of voluntary local leaders assisting			
40. Total number of personal contacts made individually or through meetings			
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices			

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use	
b. Contour and strip cropping	
c. Terracing	
d. Grassing waterways	
e. Water supply, storage, and distribution	
f. Drainage	
g. Irrigation	
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.)	
i. Use of fertilizers (commercial and barnyard) (See subitem 25b)	
j. Production of soil-improvement crops	
k. Crop rotations	
l. Land clearing	
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)	
d. Estimating and appraising	
e. Production of maple-sirup products or naval stores	
f. Treating wood products with preservatives (fence posts and building timbers)	
g. Marketing of forest products (includes markets and timber-selling practices)	
h. Fire prevention	
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish	
b. Making food and cover plantings for wildlife	
c. Protection of wildlife areas from fire or livestock	

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.

48. Assistance should include—
    a. All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the diary situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
    b. Work done in explaining how to keep farm records and use them; also in summarizing and analyzing farm records.
    c. Special work done in helping farmers to make an overall plan of the farm business for the most profitable use of resources over a period of years.
    d. Work done to help farmers make yearly adjustments in size, combination of enterprises, production expenditures, and operation of the farm business. Subitem 48c refers to long-time adjustments, 48d should include adjustments made from year to year.
    e. Special work in helping farmers to develop new sources of income.
    f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
    g. Help given persons in locating and/or appraising a farm for rental or purchase.
    h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
    i. Leases, partnerships, property transfers, and farm and liability insurance. (See 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 _____
46. Total number of personal contacts made individually or through meetings _____
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly with management problems _____
48. Estimated number of farmers and other individuals reported in item 47 assisted with—
    a. Information on the agricultural outlook _____
    b. Keeping and analyzing farm records _____
    c. Developing an overall farm plan _____
    d. Making needed adjustments in farm operation _____
    e. Developing supplemental sources of income _____
    f. Obtaining and using credit _____
    g. Selecting a farm for rental or purchase _____
    h. Obtaining, training, and using farm labor _____
    i. Legal aspects of the farm business _____
    j. Income-tax accounting, social security, and related problems _____
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 A	Farm mechanical equipment B
51. Number of voluntary local leaders assisting		
52. Total number of personal contacts made individually or through meetings		
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices		

	Estimated number
54. Farmers and other individuals reported in item 53-A, assisted with—	
a. Arrangement of farm-building lay-out	
b. Construction of farm buildings	
c. Remodeling or repairing farm buildings	
d. Selection or construction of farm-building equipment	
55. Farmers and other individuals reported in item 53-B, assisted with—	
a. Selection of farm mechanical equipment	
b. Developing labor-saving devices and equipment	
c. Use, care, and repair of farm mechanical equipment	
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes	

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	22	22
58. Total number of personal contacts made individually or through meetings	250	450
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices	110	110

	Estimated number
60. Families, homemakers, and other individuals reported in item 59-A assisted with—	
a. Building a new house	
b. Remodeling or repairing the house	8
c. Improving kitchen or laundry	25
d. Improving storage space	98
e. Selection, installation, use, and care of water and/or sewage systems	
f. Selection, installation, use, and care of heating and/or cooling systems	
g. Planning electrical systems	30
h. Landscaping home grounds	75
61. Homemakers and other individuals reported in item 59-B assisted with—	
a. Selection, use, and care of home equipment (other than sewing equipment)	
b. Selection, use, and construction of home furnishings	85
c. Repair, reconditioning, and care of home furnishings	50
d. Furniture arrangement and use of accessories	65
e. Color schemes and wall finishes	4
f. Floor finishes	3

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 67b.)

66. Includes work done—

b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).

d. On wills, inheritance, insurance, notes and installment-buying contracts. 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 management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting	19	26	28
63. Total number of personal contacts made individually or through meetings	550	785	750
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices	115	130	195

	Estimated number
65. Homemakers and other individuals reported in item 64-A assisted—	
a. In arriving at management decisions	75
b. In improving housekeeping methods	85
c. With family laundering	90
66. Homemakers and other individuals reported in item 64-B assisted—	
a. In the use of rural family outlook information	
b. With family financial planning	110
c. With keeping and analyzing home records	90
d. With family legal matters	70
67. Homemakers and other individuals reported in item 64-C assisted—	
a. In selecting and buying clothing	20
b. With care and mending of clothing	50
c. With clothing construction	30
d. In selection, use, and care of sewing and pressing equipment and with sewing centers	160
e. With good grooming and posture (personal appearance)	75

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 A	Health B	Family life C	Safety D
68. Number of voluntary local leaders assisting	20	35	6	6
69. Total number of personal contacts made individually or through meetings	1800	2350	200	200
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices	250	275	35	40

	Estimated number
71. Families reported in item 70-A assisted—	
a. With planning and/or producing the home food supply	10
b. In selecting food	200
c. With meal planning and food preparation	200
d. With preservation and storage of food	30
e. In improving diets	250
72. Families reported in 70-B assisted in—	
a. Sanitation practices and facilities	275
b. First aid and home nursing	145
c. Dental-health education	
d. Health education leading to physical examination by a physician	
73. Families reported in item 70-C assisted with—	
a. Child development and guidance	10
b. Providing recommended play, clothing, and equipment suited to age of children	
c. Understanding roles of family members and strengthening family relationships	30
d. Individual adjustments and personality development	20
e. Home and family recreation	35
74. Families reported in item 70-D assisted with—	
a. Fire prevention around the farm and home	35
b. Accident prevention around the farm and home	40
c. Accident prevention away from home place	

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.
    - l. A processing plant, general store, packing shed for strawberries, livestock auction yard, credit facility, utility (other than telephone which is reported under "h"), transportation, industry, and similar facilities which definitely service the economic side of the community.

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 A	Communities or groups assisted B	Voluntary local leaders assisting C	Persons participating D
	Number	*Number*	*Number*	*Number*
75. Citizenship activities				
76. Developing and improving county or community organization	1	1	6	35
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc				
b. Improving health facilities, services, and programs				
c. Improving schools				
d. Improving churches	1	3	6	18
e. Bettering town-country relations				
f. Libraries				
g. Roads				
h. Telephones				
i. Community centers				
j. Recreation programs and facilities				
k. Community beautification				
l. Economic services				
78. Regional or area development programs or projects				
79. National programs and proposals affecting agriculture and rural life				
80. World affairs				
81. Emergency activities				

Special Report on

FARM AND HOME DEVELOPMENT

In items 1 to 4 of this section is to be reported only the families worked with through Farm and Home Development, Balanced Farming, Better Farming for Better Living, Farm and Home Counseling and similar names that States have given to a way of doing extension work that involves family participation in planning for the farm and home as a total unit. ***Accomplishments of these families will also be reported under the respective subject-matter sections of the regular annual report.*** **(This means that development of a farm plan by one of these families, as a part of the total farm and home plan, is to be reported also in item 48c, and any assistance given with credit, leases, crops, livestock, soil conservation, and so forth, is to be reported in its proper section of the regular report. In like manner, development of a home plan by one of these families should also be reported under the appropriate item on page 20, and any assistance in home furnishings, clothing, foods, and so forth, in its proper section of the regular report.)**

Item 5 provides a place to report families worked with during the year who were not identified as Farm and Home Development families but whom you helped to make significant progress through use of the Farm and Home Development process (problem approach).

1. Different Farm and Home Development families— *(Number)*
   - a. Started this year 0
     (Count a family as "started" when they have indicated a firm desire to have you help them develop a COMBINED farm and home plan. Include only families not previously reported.)
   - b. Total worked with during the year 1
     (Include those reported in "a" as well as families worked with this year who started in previous years.)

2. Of the total number reported in 1b above, how many were families—(the following categories do not attempt to account for all families reported in 1b, and some families may be included in more than one group).
   - a. With whom Extension has had little or no previous contact 0
   - b. Just getting started in farming 0
     (May be young folks or older families who have moved onto their present place within the past 5 years.)
   - c. With low incomes 0
     (Whose gross income is usually in lower third for county.)
   - d. Part-time farmers 0
     (Operator works off farm more than 3 months of year.)
   - e. That had reached the point where they could go on with their farm and home development work without special extension assistance 0
     (Presumably these families will continue to participate in other phases of the county extension program.)
   - f. That became inactive in farm and home development work because—
     (1) They quit farming 0
     (2) Other reasons 0

3. Of the total number reported in 1b above, how many families were assisted in—
   - a. Developing their original plans this year through:
     (1) Individual contacts only 0
     (2) Group contacts only 0
     (3) Both individual and group contacts with the same family 1
   - b. Putting their plans into action this year through:
     (1) Individual contacts only 0
     (2) Group contacts only .....
     (3) Both individual and group contacts with the same family 1

4. Of the total number reported in 1b above, how many families have 4-H Club members whose project activities this year directly support the family's farm and home plan 0

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5. In addition to the families "started" and "worked with" in farm and home development as reported above, how many farmers, homemakers, or families did you work with in identifying, analyzing and solving COMPLEX INTERRELATED problems of the farm and/or home but did not develop a total farm and home plan. (Do not include those families to whom you only gave special assistance on individual enterprises or practice) 0

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. (For interpretation of items see top of page 26.)

	Item	Members enrolled A	Members completing B	Units involved in completed projects C	
		Number	*Number*	*Number*	
82.	Corn				*acres*
83.	Other cereals				*do.*
84.	Peanuts				*do.*
85.	Soybeans, field peas, alfalfa				*do.*
86.	Potatoes, Irish and sweet				*do.*
87.	Cotton				*do.*
88.	Tobacco				*do.*
89.	Vegetable growing				*do.*
90.	Fruits				*do.*
91.	Range and pasture				*do.*
92.	Other crops				*do.*
93.	Soil and water conservation				*do.*
94.	Forestry				*do.*
95.	Wildlife and nature study			XXXXXXXXXXXXXXX	
96.	Poultry (including turkeys)				*birds*
97.	Dairy cattle				*animals*
98.	Beef cattle				*do.*
99.	Sheep				*do.*
100.	Swine				*do.*
100½.	Horses and ponies				*do.*
101.	Rabbits				*do.*
101½.	Dog husbandry				*do.*
102.	Other livestock				*do.*
103.	Bees				*colonies*
104.	Entomology			XXXXXXXXXXXXXXX	
105.	Tractor maintenance				*tractors*
106.	Electricity	20	11	23	*articles*
107.	Farm shop				*do.*
107½.	Automotive care and safety			XXXXXXXXXXXXXXX	
108.	Other engineering projects			XXXXXXXXXXXXXXX	
109.	Farm management			XXXXXXXXXXXXXXX	
110.	Beautification of home grounds			XXXXXXXXXXXXXXX	
111.	Meal planning and preparation (include baking and food selection)	35	27	687	*dishes prepared*
				293	*meals served*
112.	Canning and preserving (other than freezing)				*quarts*
113.	Freezing of foods				*quarts frozen*
114.	Health, nursing, and first aid	284	264	XX	*pounds frozen*
115.	Child care			XXXXXXXXXXXXXXX	
116.	Clothing	229	187	264	*articles*
117.	Home management			XX 34	*garments*
118.	Home furnishings and room improvement				*articles*
					rooms
119.	Home industries, arts, and crafts				*articles*
120.	Junior leadership			XXXXXXXXXXXXXXX	
121.	All other			XXXXXXXXXXXXXXX	
122.	Total	568	489	XXXXXXXXXXXXXXX	

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.

4-H CLUB MEMBERSHIP—*Interpretation*

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

124. 4-H Club members—

a. Enrolled are those boys and girls who actually start the work outlined for the year.

b. Completing are those boys and girls who satisfactorily finish the work outlined for the year.

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

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

In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of $150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to $1.00 or more.

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

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

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

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

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

130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.

4-H CLUB MEMBERSHIP

		Boys	Girls
123.	Number of 4-H Clubs		9
124.	Different 4-H Club members—		
	a. Enrolled	130	154
	b. Completing	97	131
125.	4-H Club members from—		
	a. Farm homes	46	58
	b. Rural nonfarm homes	84	96
	c. Urban homes		
	(For checking purposes; total equals 124a)	130	154
126.	4-H Club members enrolled by years in club work:		
	a. 1st year	77	49
	b. 2d year	34	47
	c. 3d year	11	22
	d. 4th year	4	11
	e. 5th year	1	8
	f. 6th year and over	3	17
	(For checking purposes; total equals 124a)	130	154
127.	4-H Club members enrolled by ages:		
	a. 10 years and under	24	20
	b. 11 years	25	25
	c. 12 years	34	30
	d. 13 years	25	33
	e. 14 years	15	20
	f. 15 years	3	10
	g. 16 years	2	9
	h. 17–20 years, inclusive	2	7
	(For checking purposes; total equals 124a)	130	154

		Members
128.	4-H Club members who received definite training in—	
	a. Judging	34
	b. Giving demonstrations	260
	c. Group recreation leadership	20
	d. Music appreciation	
	e. Money management (thrift)	
	f. Farm and home safety	42
	g. Citizenship	
	h. Personality improvement	11
	i. Soil and water conservation	
	j. Forestry	
	k. Health, nursing, and first aid	284
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	7
131.	4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs	9

WORK WITH YOUNG MEN AND WOMEN—*Interpretation*

The purpose of this section of the report is to determine how many young men and women approximately 18 to 30 years of age ARE BEING REACHED THROUGH SPECIAL PROGRAMS GEARED TO MEET THE NEEDS OF THIS AGE GROUP. It is recognized that much of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

132. Only those groups of young men and women that Extension has sponsored should be reported under this item. Included will be such groups as young men's clubs, young homemakers' clubs, young married couples' clubs, general-interest groups, 4-H alumni, and honorary or service clubs. Indicate whether the foregoing are operating on a community or county-wide basis.

133. In some instances the sponsorship of young people's groups has been a joint effort of Extension and some other organization. Where that has occurred, information for such groups should be reported here.

134. In many counties agents are called upon to work with young people in groups not sponsored by Extension. Examples of such groups are church groups of young married people, GI classes taught in the schools, and independent groups that may have organized themselves.

135. In counties where agents are making a definite effort to reach young people 18 to 30 years of age there will be some persons, not in one of the organized groups listed above, whom the agent has assisted during the year.

WORK WITH YOUNG MEN AND WOMEN

Item	Community groups A	County-wide groups B
132. Extension-sponsored groups of young men and women:		
a. Number of such groups worked with during year		
b. Membership in such groups: (1) Young men		
(2) Young women		
c. Meetings held during year: (1) Number		
(2) Attendance		
133. Groups jointly sponsored by Extension and another organization:		
a. Number of such groups worked with during year		
b. Membership in such groups: (1) Young men		
(2) Young women		
c. Meetings held during year: (1) Number		
(2) Attendance		
134. Other groups of young men and women not sponsored by Extension with whom Extension worked:		
a. Number of such groups assisted during year	1	
b. Number of different individuals reached through such groups:		
(1) Young men	0	
(2) Young women	18	

135. Individual young men and women NOT reported in items 132, 133, or 134 who participated in special young men and women's extension program:

a. Number of persons assisted:

(1) Different young men _____

(2) Different young women _____

135x. Number of DIFFERENT young people worked with or assisted in special young men and women's programs (total of items 132, 133, 134, and 135 less duplications):

a. Different young men 0

b. Different young women 18

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 and rodents in grains stored on or off the farm.
139. In chemical control of weeds in crops, fruits, vegetables, pastures, range, and roadsides.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, groundhogs, coyotes, rabbits, and pestiferous birds. Control of rodents as related to clean grain are to be reported under item 138.
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. FARMERS, HANDLERS, PROCESSORS, and other individuals assisted with control of insects and rodents in grain stored on or off the farm	
139. FARMERS and other individuals assisted with CHEMICAL control of weeds	
140. FARMERS and other individuals assisted with control of rodents and predatory animals other than those reported in storage of grain under item 138	
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
	Estimated number	*Estimated number*	*Estimated number*
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year	1		
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year	55	350	30
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication)	55	350	30

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	Agents doing primarily 4–H Club work	Agents doing primarily agricultural work	
	A	B	C	D
FEDERAL AGENCIES				
146. Social Security Administration, Internal Revenue Service				
147. Bureau of Land Management, Bureau of Reclamation				
148. Farm Credit Administration				
149. Farmers Home Administration				
150. Fish and Wildlife Service				
151. Forest Service				
152. Bureau of Indian Affairs				
153. Agricultural Stabilization and Conservation Program Committee				
154. Rural Electrification Administration				
155. Selective Service System				
156. Soil Conservation Service				
157. Valley authority (TVA, etc.)				
158. Other (specify)				
STATE AGENCIES				
159. Health department				
160. Highway department				
161. State departments of agriculture and forestry				
162. State department of education: General schools				
163. State employment service				
164. Welfare department				
165. Other (specify)				
COUNTY AGENCIES				
166. Soil conservation districts				
167. Vocational-agriculture and home economics departments				
168. Other (specify)				

YOUR ANNUAL REPORT

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

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

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

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

General Directions

From 4 to 6 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 Federal 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. Be brief.
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. Be brief.
3. HOW the work was carried on; emphasize the principal, new, or adaptations of old teaching methods used and their effectiveness, rather than going into detail about every teaching method used; 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. (Optional)

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

Include one significant story of extension accomplishments. This could be a family, community, or county-wide result story in any phase of extension work. It should, however, deal with a major problem that people face currently. It may reflect work done over a period of several years. If possible, write in the form of a feature story. Give enough detail to describe the problem or situation. Be sure to tell what extension did to help the people solve their problem, and the results of their actions. If possible, measure benefits in terms of reduced operating costs, greater income, balanced production, and better living. The story should have sufficient substance to be significant, convincing, and interpretative of the type of activity that helps people to understand our educational program and its relation to an efficient agriculture, to better living, and to the interests of the consumer and the Nation as a whole.

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.

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