

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Nelson State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Heidi E. Ford</u>	<u>Local Home Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____



READ SUGGESTIONS ON PAGE 32

Approved: _____

Date: _____

State Extension Director

Form ES-21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

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

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

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

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

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.

READ SUGGESTIONS ON PAGE 23

Send Extension Details

Form 88-21
Revised June 1938

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visit..... Number	470			470
2. Office calls..... do	279			279
3. Telephone calls..... do	408			408
4. News articles or stories prepared Number	7			7
5. Broadcasts made or prepared:				
a. Radio..... do				
b. Television..... do				
6. Bulletins distributed..... do	1249			1249
7. Adult result demonstrations conducted..... Number	11			11
8. Training meetings held for local leaders:				
Adult work:				
(1)..... Number	7			7
(2)..... Attendance	71			71
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	6			6
(2)..... Attendance	83			83
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	101			101
(2)..... Attendance	973			973
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	271			271
(2)..... Attendance	4,381			4,381
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	97			97
(2)..... Attendance	1,088			1,088
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	156			156
(2)..... Attendance	2,582			2,582

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

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

ings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.

- 14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here.
- 15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.

Item	Description	Value
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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 Nelson
C. 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.....	1	65	2	37		
b. Agricultural.....						
c. Home demonstration.....	1	25	2	23		
d. Young men and women.....						
e. 4-H Club.....	1	42	2	68		

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

Item	A		B	
	Number	Attendance	Number	Attendance
a. Community or local meetings.....	31	6269		
b. County meetings.....	2	32		

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

Item	Men		Women		Older club	
	A	B	C	D	Boys	Girls
a. In adult agricultural work.....					XXXX	XXXX
b. In adult home demonstration work.....	25	75			XXXX	XXXX
c. In young men and women's work.....					XXXX	XXXX
d. In 4-H Club work.....	1	37	7	11		
Total number of DIFFERENT leaders.....	25	63	7	11		

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 10
17. Number of members in such clubs or groups..... 130

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 months' 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.
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.

Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. 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, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21c through 21t.

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

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
19. Total days worked.....	283			283
20. Days devoted to—				
a. Adult work.....	128			128
b. YMW work.....				
c. 4-H Club work.....	155			155
21. Days devoted to—				
a. Extension organization and program planning.....	30			30
b. In-service training of agents.....	15			15
c. Crops.....	11			11
d. Livestock.....	5			5
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.....				
j. Farm buildings and farm me- chanical equipment.....				
k. House and surroundings, furnish- ings and equipment.....	124			124
l. Home management.....	3			3
m. Family economics.....				
n. Clothing.....	24			24
o. Foods and nutrition.....	36			36
p. Health.....				
q. Family life, child development, parent education.....	5			5
r. Safety.....	3			3
s. Community development and public affairs.....	7			7
t. Days that cannot be charged specifically to one of items a through s.....	20			20

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 held in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
- 24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
 - (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
 - (3) Probable number of OTHER PERSONS REACHED with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

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

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

CROPS—Production and Marketing

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

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Item	Grain crops including rice, dry beans and peas		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	I	J	K	L	M	N	O	P
22. Number of voluntary local leaders assisting.....																
23. Total number of persons contacted 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—																
a. Any phase of production.....																
Specific production and management practices incident to—																
b. Use of improved varieties and strains.....																
c. Use of fertilizers.....																
d. Control of injurious insects.....																
e. Control of diseases.....																
f. Harvesting, storing and curing.....																
g. Efficient work methods.....																
26. Estimated number of farmers and other individuals reported in item 24 assisted with—																
a. Any phase of marketing.....																
Specific marketing practices incident to—																
b. Preparation for market.....																
c. Commodity outlook and market information.....																
d. Arranging to sell and selling.....																

LIVESTOCK—Production and Marketing—*Interpretation*

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

F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.

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

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

29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—

- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
- (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
- (3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
- (4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

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

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

30. Item refers to—

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

31. Item should include—

- a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 33.
- b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- c. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- d. Persons assisted primarily with those activities involved in arrangements incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 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		11			2	
28. Total number of persons contacted individually or through meetings		1,063			261	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices		161			53	
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management		93			22	
Specific production and management practices incident to—						
b. Selection and breeding		82			5	
c. Feeding		71			10	
d. Controlling external parasites		62			5	
e. Controlling diseases and internal parasites						
f. Efficient work methods		91			5	
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing						
Specific marketing practices incident to—						
b. Preparation for market						
c. Commodity outlook and market information						
d. 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 (item 55a), home equipment (item 61a), and clothing (item 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

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

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

Type of activity	Groups	Members
	A	B
	<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 dairy products.....

h. Poultry and poultry products.....

i. Meat animals and meat products.....

j. Fruits and nuts.....

k. Vegetables including potatoes.....

37. Food retailers assisted with merchandising problems.....

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

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

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

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

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

42. Item—

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

f. Refers to problems relating to the removal of excess water: Installation of tile, 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 item 42e.

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

c. Includes protection of such wildlife areas as stream banks, odd areas, field borders, marshes, and ponds, 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.....			
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 in adopting 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).....	
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-syrup 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 dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - b. Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - c. Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - d. Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48c refers to long-time adjustments, 48d should include adjustments made from year to year.
 - e. Special work in helping farmers to develop new sources of income.
 - f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - g. Help given persons in locating and/or appraising a farm for rental or purchase.
 - h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - i. Leases, partnerships, property transfers, and farm and liability insurance. (See item 66d.)
 - j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting
46. Total number of persons contacted individually or through meetings
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices
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 over-all farm plan
 - d. Making needed adjustments in farm organization
 - 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 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*

4. The farm buildings should NOT be included. It should be reported under item 60.
- This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
 - and c. Also include planning and decisions relating to efficient lay-out within a farm building.
 - Also include equipment that may be constructed as part of the building.

55. Item—
- Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
 - Refers to labor-saving devices and equipment developed or built by the farmer.
56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting		
52. Total number of persons contacted individually or through meetings		
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices		
		<i>Estimated number</i>
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 held in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
 - (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
 - (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension

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

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

60. Item—

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

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

61. Item should include—

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

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

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	24	28
58. Total number of persons contacted individually or through meetings.....	2,141	3,248
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices.....	361	486
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		
		Estimated number
a. Building a new house.....		5
b. Remodeling or repairing the house.....		51
c. Improving kitchen or laundry.....		56
d. Improving storage space.....		10
e. Selection, installation, use, and care of water and/or sewage systems.....		3
f. Selection, installation, use, and care of heating and/or cooling systems.....		3
g. Planning electrical systems.....		
h. Landscaping home grounds.....		
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment).....		106
b. Selection, use, and construction of home furnishings.....		273
c. Repair, reconditioning, and care of home furnishings.....		362
d. Furniture arrangement and use of accessories.....		321
e. Color schemes and wall finishes.....		401
f. Floor finishes.....		24

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

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

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

Assistance includes work done—

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

66. Includes work done—

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

67. Includes work done—

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

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders.....	3		11
63. Total number of persons contacted individually or through meetings.....	63		497
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	27		235
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			16
b. In improving housekeeping methods.....			9
c. With family laundering.....			
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.....			
c. With keeping and analyzing home records.....			
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			71
b. With care and mending of clothing.....			137
c. With clothing construction.....			108
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			168
e. With good grooming and posture (personal appearance).....			

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,

wright 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—

- e. 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—

- e. 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.....	27		5	21
69. Total number of persons contacted individually or through meetings.....	3,063		68	436
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	267		21	117
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				218
b. In selecting food.....				101
c. With meal planning and food preparation.....				202
d. With preservation and storage of food.....				330
e. In improving diets.....				109
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				
b. First aid and home nursing.....				
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.....				
b. Providing recommended play, clothing, and equipment suited to age of children.....				5
c. Understanding roles of family members and strengthening family relationships.....				
d. Individual adjustments and personality development.....				18
e. Home and family recreation.....				21
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				63
b. Accident prevention around the farm and home.....				63
c. Accident prevention away from home place.....				63

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

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

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

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

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

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

77. Item includes—
a. Studies and surveys.

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

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....				
76. Developing and improving county or community organization.....	2	3	3	41
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	3	5	5	63
b. Improving health facilities, services, and programs.....	1	10	10	31
c. Improving schools.....				
d. Improving churches.....				
e. Bettering town-country relations.....				
f. Libraries.....				
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....	5	10	10	569
k. Community beautification.....				
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
81. Emergency activities.....	1	2	2	15

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

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

102 91 91 2

92 2 95 1

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 Number	B Number	C Number	
82. Corn.....				acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetable growing.....	218	111	21 acres	do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....				do.
95. Wildlife and nature study.....			XXXXXXXXXXXX	
96. Poultry (including turkeys).....	161	52	6,307	birds
97. Dairy cattle.....				animals
98. Beef cattle.....				do.
99. Sheep.....				do.
100. Swine.....	5	4	10	do.
101. Rabbits.....				do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....				articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXX	
110. Beautification of home grounds.....			XXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	281	171	1,063 183	dishes prepared meals served
112. Canning and preserving (other than freezing).....	165	67	1,675	quarts
113. Freezing of foods.....				quarts frozen
114. Health, nursing, first aid.....			XX	pounds frozen
115. Child care.....			XXXXXXXXXXXX	
116. Clothing.....	16	5	28	articles
117. Home management.....			XX 23	garments
118. Home furnishings and room improvement.....	281	163	281 763	articles rooms
119. Home industries, arts, crafts.....				articles
120. Junior leadership.....			XXXXXXXXXXXX	
121. All other.....			XXXXXXXXXXXX	
122. Total.....	1137	573	XXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS		21
124. Different 4-H Club members—	Boys	Girls
a. Enrolled	218	281
b. Completing	161	186
125. 4-H Club members from—		
a. Farm homes	35	171
b. Rural nonfarm homes	183	110
c. Urban homes		
126. 4-H Club members enrolled by years in club work:		
a. 1st year	11	24
b. 2d year	36	52
c. 3d year	61	86
d. 4th year	42	51
e. 5th year	33	30
f. 6th year and over	33	18
127. 4-H Club members enrolled by ages:		
a. 10 years and under	11	24
b. 11 years	36	76
c. 12 years	36	51
d. 13 years	21	48
e. 14 years	21	37
f. 15 years	33	23
g. 16 years	30	19
h. 17-20 years, inclusive	21	6
128. 4-H Club members who received definite training in—	Boys and Girls	
a. Judging		106
b. Giving demonstrations		103
c. Group recreation leadership		21
d. Music appreciation		42
e. Money management (thrift)		
f. Farm and home safety		218
g. Citizenship		
h. Personality improvement		207
i. Soil and water conservation		
j. Forestry		
k. Health, nursing, first aid		
129. 4-H Club members having health examination because of participation in the extension program		53
130. Number of members participating in a 4-H Club camp	Regional/1 State	7
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs		21

MISCELLANEOUS—*Interpretation*

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.

138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	
137. FAMILIES assisted with control of household insects.....	
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-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.....	
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.....	

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JPE 138

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....			
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	331	376	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	331	376	

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

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

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

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

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

165. Line is left blank for State use.

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

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
				D
FEDERAL AGENCIES				
146. Agricultural Mobilization Committee.....				
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....				
150. Fish and Wildlife Service.....				
151. Forest Service.....				
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....				
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.....	3			12
160. Highway department.....				
161. State departments of agriculture and forestry.....				
162. State department of education; General schools.....				3
163. State employment service.....				
164. Welfare department.....				2
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....				
167. Vocational-agriculture and home economics departments.....				
168. Other (specify).....				
169. Other (specify).....				

EXTENSION YOUR ANNUAL REPORT (TABLE 9000)

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 sub-headings 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.

ANNUAL REPORT

County Extension Work

1953



Heidi E. Ford

Agent

Asst. Agent

Nelson

COUNTY

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COUNTY SITUATIONS AFFECTING THE 1953 PROGRAM

The types of agriculture in Nelson County are: raising corn, wheat and tobacco, The county is noted for its large supply of peach and apple orchards.

The main source of income comes from tobacco, corn wheat, fruits a small amount of livestock and manual labor.

After the youth finishes high school, they must leave the county to seek employment which accounts for the decrease in club and project enrollment which affected the 1953 program in Nelson County.

There are 6 major situations which affected the 1953 program in Nelson County.

1. Seasonal Income
2. Limited supplies
3. Lack of recreational facilities
4. Lack of interest among the people who need Extension information most.
5. Transportation

6. Reaching the youth between the ages of 14-20. It is because of this factor that the 4-H club work for 1953 was not as it should have been. Most of the active 4-H members fall in the age group of 10-13. When the girls and boys reach high school it is rather difficult to keep close contact with them. Most of the homes in the various communities are too far apart to hold after school meetings.

CONTRIBUTION OF THE 1953 PROGRAM

In Piedmont Virginia on the Eastern slope of the Blue Ridge, Nelson County is located with an area of 473 square miles. The boundaries of Nelson County are Amherst, Augusta, Albemarle, Buckingham counties and the James River. A gradual process of changes have taken place in the county due to the cooperation and efforts over a period of years of the county workers and local leadership. There has been an increase in food production, food preservation, improved dietary habits, better housekeeping methods and modern facilities.

The objectives of the 1953 program in Nelson County, "To improve family living through":

1. The preparation, preservation and production of an adequate food supply, the aim has been to reduce the amount of money spent for food and in the mean time serve balanced menus for the entire family.

2. To teach simple ways to make the home more comfortable, attractive and convenient at less cost and to teach proper family relationship in order to have more pleasant and happier homes for all.

3. To improve community and county relationships through more extensive recreational programs and a more cooperative planned program with other agencies in the county.

4. To create an appreciation for the beauty of art and handicraft work.

5. To have more trained leaders to help carry out the planned program.

Reports show that 331 farm families and homemakers and 376 non farm families and homemakers were assisted directly or indirectly by some phase of the extension program. 216 different farm families and homemakers and 208 different non farm homemakers and families were assisted in making some changes in homemaking practices for 1953. There were 31 community and 2 county meetings held primarily for the purpose of determining the extension program. There were 106 different voluntary local leaders who assisted the extension agent with organization, planning and conducting various phases of the extension program. Leaders held 155 different meetings for 4-H clubs and 97 different meetings for Home Demonstration work with a total attendance of 3,770. 470 different homes were visited during 1953. On each visit various extension information was given families and homemakers. 11 result demonstrations were conducted with an attendance of 71, persons attending 7 different meetings held at these result demonstrations.

7 leaders training meeting for adults and 6 for 4-H club leaders were held by agent, specialist and supervisors, to help leaders carry out a more effective extension program. 361 families and homemakers were assisted directly or indirectly to adopt recommend practices to be used in the Home furnishing and equipment problems. 27 families were assisted with Home management and 235 families with problems in clothing, 267 families with foods and nutrition and 117 with safety problems.

4 leaders attended a District Home Demonstration meeting in Charlotte county. 1 county banquet was held, 21 different recreational outings for 4-H and H.D. members were held, 2 tours for home demonstration members and 5 for 4-H club members. 21 4-H clubs observed Rural Life and National 4-H week. 1 community Live at home program conducted in the Locust Grove community.

Reports of the 4-H project work show that 171 girls completed their meal planning and preparation project. They prepared 1,063 dishes and served 183 meals. 67 members who completed their canning project preserved 1,675 quarts of fruits and vegetables. 161 girls completed the Home Improvement project. 281 articles were made 163 rooms improved. 111 boys completed their garden work which consisted of 21 acres, 52 boys raised 1,307 birds in their poultry project. 106 4-H members received definite training in judging, 103 in giving demonstrations, 21 in group leadership, 42 in music appreciation, 218 in farm safety and 207 in personality improvement. 53 4-H members had health examination because of participation in the extension program.

ADULT WORK

A. Foods and Nutrition---objectives

1. To plan and serve more balanced and adequate meals at less cost.
2. To save time and energy and money in preparation and preservation of foods.
3. To reduce the amount of cash spent for foods by raising more poultry, livestock and gardens for home use.

Methods Used: Leaders training meeting conducted by Mrs. Mary Thompson, Extension Food and nutrition specialist. circulars, method demonstrations and bulletins.

Results: 10 leaders gave 15 demonstrations to 132 different homemakers on Home made Mixes. 10 leaders gave

10 demonstrations to 126 different homemakers on low cost meals. 10 leaders gave 12 dem. to 102 homemakers on milk drinks and desserts. 2 deep freezers were purchased, 2 pressure cookers 8 canners. 218 different families and homemakers were assisted with producing home food supply 101 families assisted with meal planning and food preparation. 230 families with food preservation and storage and 109 in improving diets.

B. Clothing---objectives

1. To save money spent for clothing by altering and remodeling clothing on hand for better fit.
2. To teach simple repairs in clothing.
3. To help families arrange sewing equipment to save time and energy in sewing.
4. To help families improve care and protection of clothing.

Methods Used----Agent attended a tailoring workshop conducted by Miss Iva B. Johnson, clothing specialist. Leaders te. meeting, method demonstrations, circulars, bulletins.

Results:----71 families were assisted in care and mending of clothes, 137 with clothing construction. 101 in selection, use and care of sewing and pressing equipment. 168 with personal appearance. 63 adults garments and 5 children garments were renovated and made. 3 new machines purchased, 1 renovated into electric.

C. Rural Arts--objectives

1. To assist families in improving methods of decorating furnishing and reseating chairs.
2. To assist families with decorating other articles by using textile paints.
3. To assist homemakers in basketry and tray making.

Methods Used: Agent attended agents tr. meeting in Bedford County, conducted by Mrs. Perry, Rural Arts Specialist on chair bottoming and tray making and basketry.

Results.--Leaders gave 12 method demonstrations to 124 homemakers on caning and reseating chairs. 18 chairs were completed using various materials. 10 leaders demonstrated to 130 homemakers steps in basketry and tray making using willow, honeysuckle and reed. 68 baskets were completed and 72 trays. 361 articles completed by 130 Home demonstration members from feed bags and decorated with textile painting. 39 fruit, animal, flower moldes were completed by homemakers.

D. Home Management and House Furnishing--objectives

1. To make the home more comfortable and attractive at less cost.
2. To arrange equipment to save time and energy.
3. To insure a safe water supply.

Methods Used-----, leaders tr. meeting, result dem. method demonstrations, home visits, tours, circulars.

Results----16 families received definite information in improving housekeeping methods. 5 new home were built, 51 home repaired or remodeled inside and outside. 56 families improved kitchens 10 improved storages & ces. 163 families did color schemes and wall finishes, 281 families made furniture arrangements and use of accessories. 5 result demonstrations on home improvement were conducted, 1 water system completed 1 partially.

E. Other Activities

1. National Home Demonstration Week--4 delegates and agent attended the district meeting in Charlotte County. All clubs participated in the formal banquet held during the week, 3 special meetings were held.
2. Achievement Day---Approximately 150 adults representing 10 Home demonstration clubs attended the 5th. achievement day. 500 different articles were exhibited. Massies Mill, Arrington, and Norwood received 1st. 2nd. and 3rd. places respectively for having the most educational and attractive exhibits. Textile painting, basketry, chair weaving, homemade mixws, one dish meals, garden products, food preservation, clothing, aluminum trays were some of the articles displayed. The Hat parade was a new feature for the adults.
3. OUTSTANDING FAMILY----Mr and Mrs. McKinley Jackson, Faber, Va. are the parents of 7 children. All children have been outstanding members of their 4-H club. Only one is a club member now. The Jackson's have made many accomplishments on their farm and in their home. This year a partial water system was added, a new combination electric stove purchased and a deep freezer. They are the owners of most of the modern farm equipment, have 25 heads of cattle and 15 young pigs, 13 hogs. Home painted inside, back porch screened. Mrs. Jackson is a leader of both 4-H and adult clubs in her community. Their livelihood comes from livestock, corn, small grains peaches, and apples. He is the owner of a private school bus, which has contributed much to the transportation problem which exist in the county.

OUTSTANDING CLUB - The Massies mill Home Demonstration club is composed of 19 members of which Mrs. Josephine Johnson is club leader. This club had 100 percent participation for 1953 in program work, attendance and activities. 12 regular meetings were held with leader giving 6 demonstrations. 4 special interest meetings were held to complete work not included in regular program. 2 community activities were sponsored for recreational purposes and raising funds for club treasure. The President, Mrs. Mattie Epps attended the District Home Demonstration meeting in Charlotte County in May. All members attended the annual banquet and Achievement Day. The 19 members received information on Home made Mixes, One dish meals, milk drinks, renovation of clothing, basketry and chair reseating, tray making and textile paints. 13 garments were renovated, 19 baskets completed, 5 chairs reseated, 19 trays made, 32 articles from feed bags were completed using textile paints. Articles from textile paints were: beads, spread pillow cases, luncheon sets, table covers, dresser scarfs, aprons, kitchen and bedroom curtains. Home improvement work completed were, 2 homes remodeled, 2 porches built, 1 well dug, 1 deep freeze purchased, various pieces of home equipment and furnishings added. The club entertained members from the Arrington Home Demonstration club in Sept. The success of this club has been due to the fine leadership and cooperation of members who are quite eager to learn new and better ways of doing things.

COMMUNITY ACTIVITIES - Recreation

This too, has been a project for the club members and each year

an increasing number are taking part, but the progress does not compare with other projects whose results have a seen advantage. Knowing that wholesome and planned recreation can be a means of uniting a family and community thus have a definite effort on the emotional and social outlook on life. Educating the women to the necessity for wholesome recreation for the entire family is one of the main hope for helping with the social and moral problems of the rural life now and tomorrow. Definite activities were attempted during the year more educational meetings were held. The discussions were attempted to get a connection between the religious ideas and recreation so there will be no conflicting forces working against each other.

RESULT DEMONSTRATOR

Mrs. Florence Jones a member of the Rockfish Home Demonstration club conducted a Family clothing demonstration for 1953. Mrs. Jones reports that she made 83 garments for herself and her two daughters. She save approximately \$275 by making these clothes. She not only made clothing for the family but has made many of her household articles including, sheets, pillow cases, bedspreads dresser scarfs, curtains for her kitchen and bedroom. Many of these articles were made from feed bags.

Mrs. Helen Jackson, a member of the Faber Home Demonstration club is the adult leader for both 4-H and H.D. clubs. She carried a result demonstration in Kitchen Improvement. Improvements made in her kitchen were walls painted, curtains made from feed

bags, linoleum purchased, anew combination electric and wood stove, partial water system completed in the kitchen, new kitchen equipment. 1 meeting was held at the Jackson's home to note the improvements made in 1953.

4-H WORK

A. Your Room - objectives

1. To make one or more simple articles needed for the room.
2. Arrange furniture and accessories in an orderly manner.
3. To teach the proper steps in making a bed.
4. To teach the use of growing plants and proper containers for such and correct arrangement for cut flowers.

Methods Used: Miss Jamison, Home Furnishing specialist held an agents training meeting in April. Method de. circulars, discussions.

Results - 163 members completed the Home Improvement project which included 163 different rooms. 401 members were taught short cuts in the care of the bedroom by adult and junior leaders, with emphasis on bed making. Each member was given a chance to make the bed. 38 shoe bags and 10 shoe racks were completed. 21 leaders gave demonstrations on flower arrangements and containers for such, scrap books were made. 158 such books were completed and exhibited at the achievement Day. 21 chairs were reupholstered by 4-H members, 86 dresser scarfs made 3 pairs of pillow cases, rooms were papered and painted, furniture rearranged.

B. Food - objectives

1. To plan and serve more balanced meals from the food shelves.
2. To teach correct methods of canning.
3. To teach time saving steps in preparation and preservation of foods.
4. To teach the art of keeping records and making food preservation plans for the family.

Methods Used: circulars, training meetings, method dem.

Results: 67 members completed the canning project. 1,675 qts. of food were canned. Because of the drought members canning accomplishments were not too great.

171 members completed the meal planning and preparation project, which included 1,063 dishes prepared, 183 meals served. 1 club dinner was held in the Twin Poplar community by 4-H members for their parents. This food was given by 4-H members from their projects and prepared by the girls.

C. Poultry - objectives

1. To learn proper care and management of chicks and growing flock.
2. To develop a good production bred farm flock.
3. To have early matured pullets for fall and spring and winter use.

Methods Used: Home visits, discussions

Results: 52 members completed, raising 1,307 birds.

D. Gardening - objectives

1. To raise more vegetables for home use.
2. To teach the value of ownership.
3. To teach the art of keeping records.

Methods Used: Discussions, home visits, circulars.

Results: 111 members completed which included 21 acres.

E. Clothing - objectives

1. To improve care and protection of clothes.
2. To learn the simple techniques of simple home sewing.

Methods Used: Method demonstrations, home visits, circulars, leaders tr. meetings.

Results: 5 members completed, completing 23 garments and 78 articles.

F. Livestock - objectives

1. to teach the value of ownership.
2. To increase food supply for home use.

Methods Used: discussions, circulars.

Results: 4 of 5 members completed raising 10 animals.

OTHER ACTIVITIES

1. Achievement Day---approximately 275 4-H members attended this activity. The program consisted of folk dances: Bunny Hop, Hokey Pokey, Texas Schottische.

a 4-H project festival, which included one representative from each club. Each member carried an article which had been completed in some of the 4-H projects. Articles displayed were poultry, livestock, cake, biscuits, fresh and canned veg. and fruits. milk and butter, picture mold, shoe bag, vase of flowers, tray from reed, dresser scarf, luncheon set, partitioned dresser drawer, 4-H banner, 4-H motto and pledge, record books, a typical 4-H leader, boy and girl. 4-H members used caps and shirts for uniforms. Loretta Cox, Shipman club presided at this program.
1953 project winners:

- | | | |
|--------------------|-------------------|-------------|
| 1. Elaine Jones | Home Improvement | Rockfish |
| 2. Iola Cabbell | Food Preparation | Twin Poplar |
| 3. Ada Alexander | Ganning | avon |
| 4. Willie Walker | Gardening | Twin Poplar |
| 5. Gideon Cox | Poultry | Shipman |
| 6. Lawrence Walker | Livestock | Twin Poplar |
| 7. Gloria Woodson | Acheivement | Winginia |
| 8. " " | Foley Foods Award | " |
| 9. Loretta Cox | Foley Foods award | Shipman |
2. Rural Life Sunday was observed by 21 clubs at a county program. Communities held various types of programs throughout the county. Rev. C.J. Davenport, Lynchburg, Va. was guest speaker. Elaine Jones presided at the county meeting. Approximately 150 people attended.
 3. National 4-H Week Each of the 21 clubs set aside 15 minutes of their regular monthly club meeting to observe this week. Programs were presented, record books checked and various other forms or entertainments.
 4. Short Course, Wildlife and Regional conference. 5 members and leader attended the short course, 2 members and leader attended the wildlife conference. Ethel Kidd Gladstone 4-H club attended the Regional conference as a result of her accomplishments in 1952 Dairy Foods work.
 5. Tours 5 4-H tours were conducted this year to note progress and accomplishments in 4-H work.

OLDER YOUTH Have not been successful in organizing an older youth club because boys and girls leave the county soon after they finish or stop school to seek employment or continue their education.

<u>SCOPE OF WORK</u>	1949	1950	1951	1952	1953
No. H.D. clubs	10	10	10	10	10
Membership	118	118	126	130	130

	1949	1950	1951	1952	1953
No. 4-H clubs	19	20	20	20	21
Membership	444	518	513	522	499
No. other families reached	66	52	75	63	100
No. different families		287	232	245	524
No. Comm. clubs	1	1	1	1	1
Membership	15	18	24	28	32

Functional Organizations - County Adv. Bd. Board composed of 65 members held 2 meetings, with 39 people present. The main obj. of this board is to plan the over all extension program for the county. A live at home community was conducted in the Locust Grove community. 21 farm men and women attended the State Farmers conference. 2 delegates attended the State Adv. Bd. in Prince George County.

County Home Demonstration Committee Composed of 25 members held 2 meetings to plan the program for Home dem. work in the county. 4 members attended the District H.D. comm. meeting in Charlotte County. Sponsored the annual banquet National Home Dem. Week.

4-H Council composed of 42 members held 2 meetings with 63 members present. All special awards and prizes for 4-Hers were presented by the council. This council was responsible for the following activities.

1. National 4-H week
2. Rural Life Suncay
3. Short Course and Wildlife
4. Achievement Day
5. Tours and picnics

Leadership

- A. Program Development - 1 planning meeting held with 7 leaders present to set up county program for the new year.
- B. Subject Matter - 13 leader training meeting were held for 4-H and adults with 106 different leaders receiving information of conducting project work and giving demonstrations.

C. Growth of Leadership H.D.	1949	1950	1951	1952	1952
No. project leaders	24	31	40	42	44
No. goal chairmen					5
No. tr. meet. Specialist		3	2	1	3
Agent		7	7	9	4
Attendance	102	75	80	221	71
No. meetings leaders asst.		21	32	23	80

Growth of Leadership	4-H	1949	1950	1951	1952	1953
No. adult leaders		24	31	40	42	38
No. jr. leaders			5	9	14	17
No. tr. meetings	Specialist					
	Agent	8	4	4	4	6
Attendance		32	47	78	20	85
No. leaders tr. indiv.		18	19	25	22	24
Meetings without agent present			63	95	108	105
Additional meetings	leaders asst.	21	28	33	67	50
No. dem. given by adult leaders		21	11	70	108	110
	Juniors		10	25	26	36

LEADERS ACCOMPLISHMENTS Mrs. Rozell Walker, leader of the Twin Poplar 4-H club has shown much interest in her work and its members. There are 10 4-H members in this club. Mrs. Walker has so arranged the meetings that the members may meet after school. One of the best activities of the year under Mrs. Walker's supervision was the 4-H club dinner given for the parents of 4-H members. Mrs. Walker supervised her members in 4 projects this year: Foods, Poultry, garden and livestock, of which 3 of the members were county winners, 2 being her own sons. 4-H meetings are held each 4th Friday at 4:00 P.M. Most meetings are held at her home since all members must pass her house before going home.

WORK IN COOPERATION WITH OTHER AGENCIES

The agent cooperated with representatives of many other agencies sponsoring educational and action program in rural areas. Public Health Nurse for example, was assisted in operating various clinics. Home Demonstration clubs or other groups are encouraged to request the assistance of the nurse in teaching members first aid work, the simple care of the sick and preparation for the new baby. Assistance was given to Parent Teacher Associations at regular meetings and other county organizations. Help in interpretation of other departments of agr. agencies as farm security soil conservation service was rendered.

APPRAISAL OF YEARS WORK

Because of the increasing demands, more and better leaders have become more efficient for performing their duties, which gives the agent an opportunity to extend the Extension Program into more of the unorganized communities. The leaders have gained more self confidence. They like the idea of the leaders training so that they will have the correct information to present their clubs or other interested persons. Homemakers are realizing the importance of the Extension teaching. The rural family is taking more pride in the up keep of their homes and its surroundings. The youth of the county are improving readily in their work. They like the idea of ownership and doing things, which will benefit them, physically, financially, and socially.