

**REPORT FILES**  
**EXTENSION WORK**

**NARRATIVE REPORT FOR PITTSYLVANIA COUNTY**

**1942.**

**HOME DEM AGENT ANNUAL REPORT**

**NEGRO**

*Nothing to report*

*L. G. Jenkins  
District Agent  
Dec. 1, 1942*

## TABLE OF CONTENTS

	Page
I. Cover and Title Page.....	I.
II. Table of Contents.....	2-3.
III. Scope of Work	
A. Home Demonstration Clubs:	
No. and membership.....	4
Community Clubs:	
No. and membership.....	4
B. 4-H Clubs:	
No. and membership.....	4
C. Older Youth Groups:	
No. and membership.....	4
D. No. families reached through neighborhood, and community leaders.....	4
E. Estimate No. of families reached-No. of farm families in county.....	4
IV. Organization	
A. County Advisory Board.....	4-5
B. Professional Workers' Council.....	5
V. Leadership	
A. Adult Work.....	5
B. 4-H Work.....	5-6
C. Older Youth.....	6
VI. Results	
A. Home Demonstration Clubs:	
I. Project Work:	
a. Food.....	6-7
(1) Production	
(2) Conservation	
(3) Nutrition	
b. Home Management.....	7
(1) Household equipment	
(2) Storage	
2. Home Demonstration Club Activities..	7-8
a. Campaigns	

	Page
3. Work of one outstanding club and club member..	7-8
<b>B. 4-H Clubs:</b>	
1. Project Work.....	9
a. Personal	
b. Family	
c. Club or community	
2. Health.....	9
3. Community Activities of the Club.....	9
a. Recreation	
4. Work of a club and a club member.....	10
<b>C. Older Youth.....</b>	<b>10</b>
<b>D. Other Work Done by Home Demonstration Agent....</b>	<b>10-11</b>
1. Office of Civilian Defense	
2. School lunch	
3. Red Cross	
4. Mattress Program	
5. Work with Cooperatives	
6. T. B. Association	
<b>VII. Appraisal of the most significant contribution to the county made by the home demonstration program this year.....</b>	<b>12</b>

### III. Scope of Work

#### A. Home Demonstration Clubs:

No. 17 Membership 404

Other groups sponsored by Home Demonstration Clubs:  
(Community Clubs):

No. 3 Membership 95

#### B. 4-H Clubs:

No. 9 Membership 320

#### C. Older Youth Groups:

No. 1 Membership 23

D. No. families reached through neighborhood and community leaders 510

E. Total No. families reached est. 510

No. farm families in county 1806

### IV. Organization

#### A. County Advisory Board

The County Advisory Board is an organization of representatives from the home demonstration and community clubs, and other outstanding farm men and women neighborhood leaders.

The membership of the county advisory board totals 50.

The county advisory board cooperates with the home agent in planning the County Program of Work and holds three meetings a year.

Some Activities of the County Advisory Board:-

1. Participation in the "Salvage For Victory Campaigns"; The president of the county advisory board participated in the activities of the Professional Workers' Council.

2. Demonstration Book set up at the Danville Fair. This book represented the work done by club members in the Food Preservation Program.

3. The county advisory board sponsored a concession at the Danville Fair.

This concession made possible the sale of products grown by club members.

4. Hog Breeding Center was continued this year serving 15 farms.

The advisory board seeded grass and wired the pasture of this center.

5. "The State Community Live-At-Home Work," a program of the State Advisory Board, was sponsored by the county advisory board. The Demonstration Community won first prize in the 1942 contest.

6. Participation in the war Bonds and stamps campaign by purchasing a \$50.00 War Bond.

7. Representation in the State Advisory Board-the

amount of \$6.00.

5. Subscribed to eight magazines. These magazines are placed in the home agent's office as a part of the reading unit.

#### C. Professional Workers' Council

This group represents are of the county agencies working with Rural People.

The home agent has attended the meetings of the Council and has participated in the Educational Activities of the group; namely, "The salvage Campaigns."

### V. Leadership

#### A. Adult Work

The County Leaders' Association includes 23 presidents of adult clubs, 106 neighborhood leaders and 20 home demonstration club leaders.

Four leader training meetings were held with an average attendance of 36 local leaders.

(aside from the county leaders' meetings these local leaders were trained in small groups.

Some local leaders attended other training meetings conducted by Extension Service specialists: Nutrition and Clothing.

The purpose of the leadership training was to give instruction in club organization; training in methods in how to give the demonstration; when it was to be given and who was to give it.

The work with local leaders in making individual and club reports was of an inspirational value to the leaders; local leaders exchanged ideas as to how results were accomplished through different methods of approach.

Local leaders gave 158 demonstrations and devoted 135 days to assistance in carrying out the Extension Program. Outstanding accomplishments of local leaders:--assisted in arranging for result demonstration meetings, tours and club exhibits; assisted in locating and training new local leaders; led in the "Victory Garden" the Salvage Campaigns; assisted in organizing Nutrition and First Aid classes; one local leader was instructional supervisor at the Mattress Making Center.

#### B. 4-H Work

The 4-H Club Work includes nine organization and project leaders, five junior leaders.

Four leadership training meetings were held with an average attendance three local leaders.

The purpose of the training meetings was to train club leaders in 4-H organization, and the projects that the club members were to receive instruction in by the local leader.

Each leader was supplied with the leadership manual "Guide Post for Local 4-H Leaders--T.A. Erickson", and the subject matter material furnished by the State 4-H Club Agent and the project specialists.

Local 4-H club leaders gave 111 days to conducting the 4-H the 4-H club program and conducted 77 method demonstrations. Accomplishments of local leaders:-assisted in planning the County Program of Work and participated in the salvage campaigns;gave training to club members in carrying out their projects;and cooperated in establishing school lunches.

#### C.Older Youth

One adult leader worked with the older youth group in planning discussion groups,recreation activities and community sings.

### VI.Results

#### A.I.Project Work:

a.Food-404 club members participating.

#### (I)Production:-The Victory Garden Program

The approach:-a garden demonstrator in each club,selected by the club members.

This demonstrator became the community chairman for all garden work.Garden Suggestions,from The Vegetable Specialist,and all information on gardening was distributed by this chairman. Aside from cutting down the amount of paper used,and the office work,this procedure developed a fine spirit of rivalry among neighbors.

Incentive-The Riceville club purchased and distributed seed with the prize of \$8.00 won in the contest-The state Community Live-at-Home Work.

Results-Number of vegetable gardeners increased 45%.

Improvements made in the location of garden plots;preparation and fertilization of soil;selection of seed and pest control.

Exhibits-clubs held garden produce exhibits,neighbors brought out a larger variety of vegetables;a check showed that gardeners were eating these vegetables that had been grown for the first time in their gardens e.g soy beans and okra.

#### PoultryFlock

Increase in number in flock and egg production larger.

Approach-game method used as for the garden program. Poultry demonstrator.

Incentive-cooperative buying of baby chicks.

Improvement of flock- a Taylorsville club member spent six dollars for five pullets from a good stock.Egg production increased;this club member purchased a pig from the sale of eggs. This family had not raised a hog for several years.

#### Hog Production

The approach-a demonstrator in each club;each member setting up as an objective a maximum growth for each hog.

Results -the most outstanding result noted in this phase of the

food production was the tendency toward the breed sow. More families are raising their own pigs and are giving more time to the care of these animals.

2. Conservation:-404 club members participating.

(a) Canning-approach-Club members made their Family Food Budget before planning and planting their gardens. 55 such budgets were completed.

Exhibits-club exhibits were held and club members learned to select products for exhibiting and to judge exhibits. 81,091 qts of fruit and vegetables were canned and stored.

(b) Drying and sulfuring-club members were given assistance in drying and sulfuring fruit and vegetables. Special help was given the home agent along this line by the Nutrition specialist.

(3) Nutrition

Nutrition was part of the production and conservation work. Keeping physically fit was the goal of every individual.

Proper methods of cooking vegetables and fruit in order to save the food value, was stressed when the canning demonstrations were given.

Individual help was given especially in families where there was a large supply of milk; recipes for dishes with less sugar and different ways of serving meat substitutes.

(b) Home Management

(1) Household equipment.

More emphasis was placed on care and repair of household equipment.

Six pressure cookers were purchased. One a demonstrator secured through the Family Supply Cooperation.

(2) Ten new storage spaces were built and 26 were improved.

## 2. Home Demonstration Club Activities

### a. Campaigns

1. Clean-up-reached 400 families; water supply and disposal of waste improved; home sites beautified; 15 homes screened, three painted.

2. Scrap Drive 510 families reached, several tons of paper, rubber and iron collected.

3. "Share The Heat"-educational in scope; program worked through the neighborhood leader system.

4. Fire Prevention-educational in scope program worked through the neighborhood leader system.

5. War Bonds and Stamps-cooperated with the county chairman.

6. Rationing Program-educational in scope. Neighborhood and club leaders rendered assistance in filling out forms.

### 3. Work of a Home Demonstration Club

Club program of work was planned by club members with the assistance of the club leader and home agent.

42 club members participated in the program. This represented an increase in club enrollment of ten new members.

This club canned 7,007 quarts of fruit and vegetables; established a hog breeding center; took special courses in Nutrition and

home nursing and First Aid; and sponsored community programs to keep up the morale of the people.

A club member supplements family income by purchasing a cream separator at a cost of \$70.00.

This club member lives near the milk route and the cream is picked up at no expense. The profit to date is \$93.50.

Skim milk is fed to the hogs and chickens, the latter has shown a marked improvement in egg production.

## 9. 4-H Clubs

### I. Project Work-

302 Four H Club members, nine adult and four junior leaders participated in the 4-H club program.

Approach-club committees and local leaders represented each club in the county program planning meeting.

In this meeting the phases of projects were planned and the part of the training to be assumed by agent and local leaders was decided and when the training was to be given. The work sheet for program planning was used.

Club representatives assisted club members in appointing a chairman for the projects.

These chairmen also served as chairmen for the Salvage campaigns.

50% of the meetings were held in the same home and on the same day of the home demonstration club meeting. Parents and adult club members sitting in on the meetings conducted by the 4-H clubbers.

value of such a procedure-this grouping cut the number of visits to the same community, made by the agent, thus the number of miles traveled were less and more days were left in which to reach other groups. Parents also had an opportunity to get an understanding of the 4-H club program.

### Results-

#### Food Production and Conservation Program

380 Four H club members participated in the vegetable garden program; this included 95 acres in garden with a canning record of 24,050 quarts of fruit and vegetables.

The poultry work included the keeping of egg records by 175 club members. This work was with 756 birds.

260 club members participated in the yard beautification program.

#### b. Citizenship and Family Project

320 club members participated in the salvage campaigns, collect-scrap and served on committees with adult leaders in these drives.

## 2. Health

89 club members participated in the T.B. clinic sponsored by the County Health department.

Two clubs sponsored a school lunch program with the assistance of adult clubs.

108 Four H clubbers improved in food habits.

## 3. Community Activities of the club

### a. Recreation

78 club members participated in the County Picnic, games were in charge of junior 4-H club leaders.

Each club included a recreational feature in each club meeting and this part of the club program was in charge of the 4-H recreation chairman.

#### 4. Work of A Club

This club held its meetings regularly in the home of club members ;carried out the club program of work:Personal, Family and citizenship project carried by each club member, anda community activity carried by the club. This club improved the club organization,trained club members in conducting club meetings;trained judging teams;beautified the school yard;representatives attended the county program planning meeting;participated in the Salvage campaigns and bought War Stamps.

A 4-H club boy who is a member of this club participated in each of the above activities,was present at each club meeting and carried the best project among all of the 4-H club projects in the county.He received the "G.W.Goode 4-H club award," a cash prize of five dollars.

#### D. Older Youth

The older youth activities included discussion groups centered around the war effort. members of this group that are now in the army camp or at defense areas,returning home for visits,often led these discussions.

Citizenship development was the most outstanding result of this program.this was definitely shown in the hold hearted participation in the all out for Victory Campaigns.

#### E. Other Work Done by Home Demonstration Agent

1. Office of Civilian Defense-cooperated with county chairman in educational campaigns,information and material to farm families was distributed through the voluntary neighborhood leader system.

The scrap,iron,rubber,paper and Fire Prevention Drives were handled in this way.

Educational material on the Fat Salvage,rationing,War Bonds and stamps,and the share The Meat,was explained to groups of local leaders by the home agent who in turn passed the information on to their neighborhood groups.

2. School Lunch Program-through the home demonstration program assistance has been given in selecting lunch room equipment and meal planning.

3. Red Cross-club members devoted a part of their time to the making of garments and taking courses in Home Nutrition.

#### 4. Mattress Program

Cotton made available through the cooperation of the Surplus Marketing Administration,the AAA,and the county Extension Service.

The cotton mattress making center was re-opened for ~~12 weeks~~ during the months of May and June in order to use up the cotton that was left on hand when the center was closed in the fall of 1941. Material for making a mattress was given families whose economic

conditions prevented them from purchasing the mattress needed in the home.

All applications to make a mattress were viewed by the home demonstration agent and turned over to the county agent. The eligibility of families was determined by the county AAA committee.

A Negro home demonstration club leader, who had formerly been trained in mattress making by the district and home agent, was responsible for the instruction in the center.

145 mattresses were made by Negro farm families.

These low income families received information on the care of mattresses, quilts and comforters, and the control of insects. Leaflets and suggestions on Food For Freedom and the home demonstration program for the county played a large part in the educational program in the mattress making center which was supervised by the home agent.

The address of all families that received a mattress is on file in the home agent's office and these families are contacted from time to time, some have become club members. One home demonstration club was organized as the result of contacts made at the mattress making center.

5. Farm Cooperative Association—the home agent gave assistance in organizing a purchasing cooperative under the Farm Cooperative Association.

6. T. B. Association—the home <sup>agent</sup> served as county chairman of the Negro T. B. Auxiliary. Cooperated with the State T. B. Association in presenting movies and in the Annual Seal sale Campaign.

**VII. Appraisal of the most significant contribution to the county made by the home demonstration program this year.**

The extent to which the home demonstration program has aided farm families in the adjustment of changing their homemaking and farming methods to a Wartime basis maybe shown through the county organization of all of the people in the county in order that they might be provided with intelligent knowledge of the County Program as it related to the war effort, and to train local leaders that would work with these families, organized in small groups, in the solution of these Wartime problems.

116 leaders participated in the program, 20 of this number represented the 404 home demonstration club members enrolled in the 20 home demonstration and community clubs. The 1806 farm families were contacted through the neighborhood leader system on wartime matters.

The neighborhood leaders reach the families in small groups from 10-20.

Through the home demonstration program 213 method demonstration meetings were held with an attendance of 2,612; 29 meetings were held at result demonstrations; nine leader training meetings and two tours.

506 farm and home visits were made in conducting the Extension Program, and 791 office calls were received; 233 bulletins were distributed and one news article per week was published in the county paper.

News of interest was broadcasted through the special feature of the broadcasting station. Assistance given families:

400 were helped with their canning problems.

305 were helped with their food production problems.

35 improved home recreation.

185 improved in consumer buying.

29 assisted in First Aid and Home Nursing Classes.

Aside from the above, the home demonstration work was closely associated with the other agencies in the county working with farm people.

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

## COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Pittsylvania

#### REPORT OF

<u>Miss E. Alice Hobday</u> (Name) Home Demonstration Agent	From <u>Dec. 1, 1941</u> to <u>Nov. 30, 1942</u>
Assistant Home Demonstration Agent.	From _____ to _____, 194__
4-H Club Agent.	From _____ to _____, 194__
Assistant County Agent in charge of Club Work.	From _____ to _____, 194__
Agricultural Agent.	From _____ to _____, 194__
Assistant Agricultural Agent.	From _____ to _____, 194__



*L. G. Jenkins*  
*Dist. Agent*  
*11/30/42*

READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date \_\_\_\_\_ State Extension Director.

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

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

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

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

### NARRATIVE SUMMARY

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

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

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

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

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

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

### STATISTICAL SUMMARY

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

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

**GENERAL ACTIVITIES**

Report only this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
1. Months of service this year (agents and assistants)	12			XXXXXXXXXX
2. Days devoted to work with adults <sup>3</sup>	213			XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth <sup>3</sup>	68			XXXXXXXXXX
4. Days in office <sup>3</sup>	107			XXXXXXXXXX
5. Days in field <sup>3</sup>	174			XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work <sup>4</sup>	506			506
7. Number of different farms or homes visited	89			89
8. Number of calls relating to extension work	(1) Office	791		791
	(2) Telephone	141		141
9. Number of news articles or stories published <sup>5</sup>	16			16
10. Number of bulletins distributed	233			233
11. Number of radio talks broadcast or prepared for broadcasting	4			4
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number		
		(b) Total attendance of:		
		(b) Men leaders	5	5
(2) 4-H Club and older youth	(a) Number	57		57
		(b) Total attendance of:		
		(b) Leaders	4	4
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number		
		(b) Total attendance	13	13
		(a) Number	216	216
(2) 4-H Club and older youth	(a) Number	2612		2612
		(b) Total attendance	27	27
		(b) Total attendance	1720	1720
14. Number of adult result demonstrations conducted	404			404
15. Meetings held at such result demonstrations:	(1) Number	29		29
	(2) Total attendance	216		216
16. Tours conducted	(1) Adult work	(a) Number		
		(b) Total attendance	2	2
(2) 4-H Club and older youth	(a) Number	16		16
	(b) Total attendance	-		-
17. Achievement days held	(1) Adult work	(a) Number		
		(b) Total attendance	-	-
(2) 4-H Club and older youth	(a) Number	1		1
	(b) Total attendance	78		78

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.

<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.

<sup>3</sup> The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

<sup>4</sup> Do not count a single visit to both the farm and home as two visits.

<sup>5</sup> Do not count items relating to notices of meetings only.

**GENERAL ACTIVITIES—Continued**

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents <sup>2</sup> (c)	County total <sup>3</sup> (d)	
18. Encampments held (report attendance for your county only) <sup>4</sup>	(1) Farm women	(a) Number	—			—	
		(b) Total members attending	—			—	
		(c) Total others attending	—			—	
	(2) 4-H Club and older youth	(a) Number	—			—	
		(b) Total boys attending	—			—	
		(c) Total girls attending	—			—	
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	18			18	
		(b) Total attendance	748			748	
	(2) 4-H Club and older youth	(a) Number	3			3	
		(b) Total attendance	106			106	
	20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	23			23
			(b) Total attendance	253			253
(2) 4-H Club and older youth		(a) Number	61			61	
		(b) Total attendance	387			387	

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

**SUMMARY OF EXTENSION INFLUENCE THIS YEAR**

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

21. Total number of farms in county (1940 Census)	1806
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	506
23. Number of farms involved in preceding question which were reached this year for the first time	80
24. Number of nonfarm families making changes in practices as a result of the agricultural program	50
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	400
26. Number of farm homes involved in preceding question that were reached this year for the first time	80
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	9
28. Number of other homes involved in preceding question that were reached this year for the first time	9
29. Number of farm homes with 4-H Club members enrolled	300
30. Number of other homes with 4-H Club members enrolled	75
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	510
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	60

**EXTENSION ORGANIZATION AND PLANNING**

33. County extension association or committee (includes agricultural councils, home demonstration councils, and 4-H councils or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):

(a) Over-all or general.....	(1) Name.....	(2) No. of members.....	
(b) Agricultural.....	(1) Name.....	(2) No. of members.....	
(c) Home demonstration.....	(1) Name <i>County Advisory Board</i>	(2) No. of members.....	<i>59</i>
(d) 4-H Club.....	(1) Name <i>4-H Club Council</i>	(2) No. of members.....	<i>54</i>
(e) Older youth.....	(1) Name.....	(2) No. of members.....	

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

(a) Agricultural.....	(b) Home demonstration.....	(c) 4-H Club.....	(d) Older youth.....
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35. Total number of communities in county.....	<i>74</i>	
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees.....	<i>74</i>	
37. Number of clubs or other groups organized to carry on adult home demonstration work.....	<i>20</i>	
38. Number of members in such clubs or groups <i>(minus - duplication) Community Clubs 98 + (404 - HD)</i>	<i>499</i>	
39. Number of 4-H Clubs. (Same as question 173, page 14)	<i>9</i>	
40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 185, page 14)	<i>1</i>	
41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:		
(a) Adult work.....	(1) Men <i>42</i>	(3) Older club boys <i>2</i>
	(2) Women <i>64</i>	(4) Older club girls <i>2</i>
	(b) 4-H Club and older youth work.....	(1) Men <i>1</i>
		(2) Women <i>9</i>

**COOPERATIVE AGRICULTURAL PLANNING**

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

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

(a) Unpaid lay members:	(1) Men.....	(2) Women.....	(3) Youth.....
(b) Paid representatives of public agencies or other agencies, or of organizations:	(1) Men.....	(2) Women.....	

44. Number of communities with agricultural planning committee (land use planning or over-all planning).....

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

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

	Extension organization and planning <sup>1</sup> (a)	County agricultural planning (land use) <sup>1</sup> (b)	Total <sup>1</sup> (c)
47. Days devoted to line <sup>6</sup> of work by—			
(1) Home demonstration agents.....	<i>80</i>		<i>80 (c) only</i>
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) State extension workers.....	<i>3</i>		<i>3</i>
48. Number of planning meetings held.....	(1) County <i>42</i>		<i>42</i>
	(2) Community <i>120</i>		<i>120</i>
49. Number of unpaid voluntary leaders or committeemen assisting this year.....	<i>135</i>		<i>135</i>
50. Days of assistance rendered by voluntary leaders or committeemen.....	<i>135</i>		<i>135</i>

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

**CROP PRODUCTION (other than for family food supply)**

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

**LIVESTOCK PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Poultry (including turkeys)	Other livestock <sup>1</sup>
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents				3		12	
(2) 4-H Club agents							
(3) Agricultural agents							
(4) State extension workers							
56. Number of communities in which work was conducted this year				2		15	
57. Number of voluntary local leaders or committeemen assisting this year				2		25	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year				2			
59. Number of members in such circles, clubs, or associations				2			
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals				2			
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males				15			
(2) Obtaining purebred or high-grade females				6			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	30	XXXXX
(4) Improving methods of feeding						30	
(5) Controlling external parasites						15	
(6) Controlling diseases and internal parasites						5	
(7) Controlling predatory animals							

<sup>1</sup> Do not include rabbits, game, and fur animals, which should be reported under wildlife conservation.

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) 1
62. Days devoted to line of work by—			
(1) Home demonstration agents.....	3	1	
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....	1	25	
64. Number of voluntary local leaders or committeemen assisting this year.....	2	25	

**Soil Management—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	
(b) In the use of recommended crop rotations.....	
(c) With strip cropping.....	
(d) In constructing terraces.....	5
(e) In grassing waterways or otherwise preventing or controlling gullies.....	
(f) With contour farming of cropland.....	
(g) In otherwise controlling wind or water erosion.....	
(A) In contouring pasture or range.....	
(i) In the use of cover or green-manure crops.....	3
(j) In summer-fallowing.....	
(k) In making depth-of-moisture tests.....	
(l) With drainage.....	
(m) With irrigation.....	
(n) With land clearing.....	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

**Forestry—Continued**

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	
(b) In making improved thinnings, weedings, or pruning of forest trees.....	
(c) With selection cutting.....	
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	
68. Number of farmers cooperating this year in prevention of forest fires.....	15

**Wildlife Conservation—Continued**

69. Number of farmers assisted this year in making specific improvements for wildlife.....	
--	--

1 Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth		Farm accounts, cost records, inventories, etc. (a)	Individual farm planning, adjustments, tenancy, and other management problems (b)	Farm credit (short and long time) (c)	Outlook information (d)
70. Days devoted to line of work by—	(1) Home demonstration agents	2		1	
	(2) 4-H Club agents				
	(3) Agricultural agents				
	(4) State extension workers				
71. Number of communities in which work was conducted this year		2		1	
72. Number of voluntary local leaders or committeemen assisting this year		2		1	
73. Number of farm-survey records taken during the year:	(a) Farm business		75. Number of farmers assisted this year—Continued		
	(b) Enterprise		(e) In getting started in farming, or in re-locating		4
	(c) Other		(f) With credit problems (debt adjustment and financial plans)		3
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	3	(g) In using "outlook" to make farm adjustments		15
	(b) General farm records		(h) With a farm-income statement for tax purposes		2
	(c) Enterprise records		(i) With farm-labor problems		8
75. Number of farmers assisted this year—	(a) In developing a farm plan only		(j) In developing supplemental sources of income		
	(b) In developing a farm and home plan				
	(c) In analyzing the farm business				
	(d) In improving landlord-tenant relations and leasing arrangements				

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

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

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents.....				1	1						2
(2) 4-H Club agents.....											
(3) Agricultural agents.....											
(4) State extension workers.....											
84. Number of communities in which work was conducted this year.....				1	5						
85. Number of voluntary local leaders or committeemen assisting this year.....				1	5						
86. Number of new cooperatives <sup>2</sup> assisted in organizing during the year.....											1
87. Number of established cooperatives <sup>2</sup> assisted during the year.....				1							
88. Number of members <sup>2</sup> in the cooperatives assisted during the year (questions 86 and 87).....											6
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>2</sup> .....	\$	\$	\$	\$ 98.76	\$	\$	\$	\$	\$	\$	\$ 300
90. Number of farmers or families (not members of cooperatives) assisted during the year.....				1	20						15
91. Value of products sold or purchased by farmers or families involved in the preceding question.....	\$	\$	\$	\$ 98.76	\$ 250	\$	\$	\$	\$	\$	\$ 150
92. Number of private marketing and distributing agencies and trade groups assisted this year.....											—
93. Number of programs <sup>2</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year.....											—
94. Number of marketing facilities improvement programs <sup>2</sup> participated in or conducted this year.....											—
95. Number of marketing surveys assisted with or conducted this year.....											—
96. Number of special merchandising programs <sup>2</sup> participated in or conducted this year.....											—
97. Number of consumer information programs <sup>2</sup> pertaining to marketing and distribution participated in or conducted this year.....											—
98. Number of programs <sup>2</sup> relating to marketing services and costs of distribution conducted this year.....											—
99. Number of programs <sup>2</sup> relating to transportation problems conducted this year.....											—
100. Number of programs <sup>2</sup> relating to the specific use of market information conducted this year.....											—
101. Number of other marketing programs <sup>2</sup> conducted this year (specify).....											—

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

<sup>2</sup> Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.

<sup>3</sup> Organized pieces of work.

### HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	18			1
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
103. Number of communities in which work was conducted this year	5			1
104. Number of voluntary local leaders or committeemen assisting this year	5			1

#### The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings	10
(b) Remodeling dwellings	
(c) Installing sewage systems	
(d) Installing water systems	
(e) Installing heating systems	
(f) Providing needed storage space	26
(g) Rearranging or improving kitchens	3
(h) Improving arrangement of rooms (other than kitchens)	4
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	2
(j) Selecting housefurnishings or equipment (other than electric)	50
(k) Improving housekeeping methods	50
(l) Laundry arrangement	15
(m) Installing sanitary closets or outhouses	15
(n) Screening or using other recommended methods of controlling flies or other insects	35
(o) Improving home grounds	30
(p) Planting windbreaks or shelterbelts	

#### Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	
107. Number of families assisted this year in—	
(a) Obtaining electricity	
(b) Selection or use of electric lights or home electrical equipment	
(c) Using electricity for income-producing purposes	10

#### Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	
(b) Remodeling or repairing farm buildings	5
(c) Selection or construction of farm-building equipment	

#### Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	6
(b) Making more efficient use of mechanical equipment	10
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	16
111. Number of gin stands assisted this year in the better ginning of cotton	

**NUTRITION AND HEALTH**

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	70	68		13
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year	25	17		17
114. Number of voluntary local leaders or committeemen assisting this year	25	20		20
115. Number of families assisted this year—				
(a) In improving diets				115
(b) With food preparation				
(c) In improving food supply by making changes in home food production				305
(1) Of vegetables				305
(2) Of fruits				
(3) Of meats				107
(4) Of milk				15
(5) Of poultry and eggs				200
(d) With home butchering, meat cutting or curing				10
(e) With butter or cheese making				6
(f) With food-preservation problems				400
(1) Canning				400
(2) Freezing				
(3) Drying				106
(4) Storing				25
(g) In producing and preserving home food supply according to annual food-supply budget				55
(h) In canning according to a budget				55
(i) With child-feeding problems				18
(j) In the prevention of colds and other common diseases				10
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				10
(l) With first aid or home nursing				29
(m) In removing fire and accident hazards				15
116. Number of schools assisted this year in establishing or maintaining hot school lunches				10
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				—

*This function is completed*



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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn					Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil conservation and pasture improvement					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens	170	245	145	235	95
148. Market gardens, truck and canning crops					Acres
149. Other crops					Acres
150. Poultry (including turkeys)	140	35	114	35	756
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine					Animals
155. Horses and mules					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds	15	245	15	235	XXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					{ Articles made Articles repaired
162. Farm management					XXXXXXXXXXXX
163. Food selection and preparation					{ Meals planned Meals served
164. Food preservation		245		235	24,050
165. Health, home nursing, and first aid					XXXXXXXXXXXX
166. Clothing					{ Garments made Garments remodeled
167. Home management					Units
168. Home furnishings and room improvement					{ Rooms Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership					XXXXXXXXXXXX
171. All others					XXXXXXXXXXXX
172. Totals (see footnotes 2 and 3, p. 14)	325	770	274	740	XXXXXXXXXXXX

4-H CLUB MEMBERSHIP:

173. Number of 4-H Clubs. (Same as question 39) 9  
 174. Number of different 4-H Club members enrolled (a) Boys 170 (b) Girls 245  
 175. Number of different 4-H Club members completing (a) Boys 145 (b) Girls 235  
 176. Number of different 4-H Club members in school (a) Boys 105 (b) Girls 204  
 177. Number of different 4-H Club members out of school (a) Boys 65 (b) Girls 241  
 178. Number of different 4-H Club members from farm homes (a) Boys 140 (b) Girls 220  
 179. Number of different 4-H Club members from nonfarm homes (a) Boys 10 (b) Girls 25

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	14	20	10 and under	-	-
2d	20	22	11	-	2
3d	65	78	12	2	23
4th	40	60	13	15	10
5th	21	45	14	14	15
6th	10	20	15	12	24
7th			16	20	15
8th			17	19	19
9th			18	78	22
10th and over			19	2	55
			20 and over	8	60

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—  
 (a) Judging 55 (f) Fire and accident prevention 9  
 (b) Giving demonstrations 216 (g) Wildlife conservation 9  
 (c) Recreational leadership 18 (h) Keeping personal accounts 27  
 (d) Music appreciation 5 (i) Use of economic information       
 (e) Health 15
183. Number of 4-H Club members having health examination because of participation in the extension program 5  
 184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs 10

\* All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.  
 \* Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl enrolling on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.  
 \* Same as footnote 2, except that reference is to completions instead of enrollments.

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40) 1  
 186. Membership in such groups (a) Young men 6  
 (b) Young women 15

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men		5	1		6	
(2) Young women		10	5	2	13	

188. Number of meetings of older rural youth extension groups 8  
 189. Total attendance at such meetings 104  
 190. Number of other older rural youth groups assisted       
 191. Membership in such groups (a) Young men       
 (b) Young women       
 192. Number of older rural youth not in extension or other youth groups assisted (a) Young men 12  
 (b) Young women 70  
 193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) (a) Young men 18  
 (b) Young women 25

194. Check column showing approximate portion of older youth program devoted to—	Under 10 percent (a)	10-20 percent (b)	20-30 percent (c)	40 percent or more (d)
(1) Citizenship, democracy, and public problems			✓	
(2) Vocational guidance		✓		
(3) Family life and social customs			✓	
(4) Social and recreational activities				✓
(5) Community service activities	✓			
(6) Technical agriculture	✓			
(7) Technical home economics, including nutrition and health	✓			

**MISCELLANEOUS**

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

Include all work with adults, 4-H Club members, and older youth	Insects (a)	General feeder insects <sup>1</sup> (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year			
197. Number of voluntary local leaders or committeemen assisting this year			

**SUMMARY OF CONTRIBUTION TO WAR EFFORT**

It is desirable to bring together in one place the sum total of extension contribution to the several broad areas of war effort. It is assumed that all such work has been reported previously under appropriate headings.

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	29		
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	15		
(4) Other war work (including collection of salvage material)	15		

**COOPERATION WITH OTHER FEDERAL AGENCIES**

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

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Administration (d)	Surplus Marketing Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents	18	15	1		5	2	2			3
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year	41	17	1		15	1	1			17
201. Number of voluntary local leaders or committeemen assisting this year	74									
202. Number of meetings participated in this year by extension workers	120	4								3

<sup>1</sup> Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

## TERMINOLOGY

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

### DEFINITIONS OF EXTENSION TERMS

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