

ANNUAL
NARRATIVE REPORT AND SUMMARY
EXTENSION WORK
AUGUSTA COUNTY, VIRGINIA
1 9 5 4

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FOREWORD

The Augusta County Agricultural Agent's office operated during 1954 with the following staff:

E. B. Morse, County Agent

R. L. Coffey, Associate Agent

Wm. S. Swecker, Assistant Agent

Mr. Swecker reported for duty January 16, 1954 replacing Mr. Richard Ellis who was given military leave of absence November 1, 1953. In this position Mr. Swecker handled the general livestock program.

During the year Mr. Coffey handled all 4-H club work and assisted in other matters as time would permit. Mr. Morse handled all other phases and generally supervised the entire program. Miss Murray handled all correspondence, filing and clerking for both the farm and home agents. The working relations among all the personnel was excellent during the year.

The year 1954 saw a continued reduction in farm income started in 1952 and from a financial point was rather poor for Augusta County. For the second year in succession the county suffered a severe drought. With these adverses the agents were drawn close to farm problems and farm people and 1954 was a good Extension year.

This report will attempt to bring out the following:

1. How the Extension Program was carried on and the methods employed in doing so.
2. The cooperation obtained from rural people, other agricultural workers and from public agencies.

3. Definite accomplishments, supported by objective evidence.
4. Significance of the years programs and accomplishments.
5. How next years work may be improved in light of this years findings.

It must be kept in mind that all the objectives and accomplishments of the Extension workers cannot be recorded in this report and that all the agents efforts cannot be measured. The work of the agents was carried on under the guidance of and with the advice of the County Agricultural Board, using the methods and procedures of the Extension Service. The desires and wishes of the rural people were the guide-posts of the years work.

TYPE OF AGRICULTURE

Augusta County is one of the leading agricultural counties in the State as well as in the South. The agriculture is very diversified and to give proof of this the following data is presented:

| | |
|--|-----------------|
| Total value of all farm products sold- - - - - | \$10,207,175.00 |
| Value of livestock products sold- - - - - | 3,982,901.00 |
| Number of Beef Cattle - - - - - | 40,225 |
| Number of Hogs - - - - - | 26,280 |
| Number of Sheep- - - - - | 52,300 |
| Value of Dairy products sold - - - - - | 1,470,725.00 |
| Number of Dairy Cattle- - - - - | 12,310 |
| Value of Poultry products sold - - - - - | 2,962,144.00 |
| Number of Poultry - - - - - | 2,000,000 |
| Value of Fruit products sold - - - - - | 600,000.00 |
| Number of Apple trees - - - - - | 210,000 |
| Number of Peach trees - - - - - | 20,000 |
| Value of Other Agricultural Crops sold - - - - - | 800,000.00 |

Augusta County is located in the heart of the Shenandoah Valley and has excellent blue grass sod. Three and four year rotations are general. The agricultural soils are generally of a limestone base and are chiefly classified as Frederick Silt Loam and Hagerstown Silt Loam. Annual rainfall is 36.5 inches.

COUNTY AGRICULTURAL ORGANIZATIONS

Farmers and homemakers organizations are an essential part of a well balanced county agricultural program. Most areas are over-organized and it is important to have only the essential and active organizations.

Following are the most active of the farmer organizations:

1. Artificial Breeding Association- this organization has as its purpose, the artificial breeding of dairy cows to improve milk quality and production and to improve the replacement stock to county herds. It serves both the large and small dairymen as well as the home and family cow. The organization is associated with the Virginia Artificial Breeding Association with the stud farm located at Rocky Mount. There are some 326 Augusta County members enrolled with some 3000 cows being served.
2. Dairy Association- this organization is made up of milk producers, DHIA members and interested processors. This group acts generally as spokesmen for the dairy interests. The purpose of this organization is to keep producers informed on production methods and marketing trends and to bring the producers and distributors closer together.
3. Poultry Association- this organization is made up of poultry producers poultry handlers and feed dealers, hatcherymen and processors in the County. Its purpose is to keep these groups up to date on poultry problems and informed on all poultry affairs. This organization meets twice a year with the summer meeting a field day. Membership is 85.
4. Alfalfa Club- this organization, the only one of its type in Virginia, is 8 years old and has as its purpose to improve and extend alfalfa production and marketing in the County. Only one meeting is held each year and it has a

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membership of 200 which includes farmers, seedsmen, dealers and machinery dealers.

5. Feeder Calf Sale Association- this organization is made up of producers of feeder beef calves and associated people. It has as its purpose the orderly sale of quality Augusta County feeder calves in cooperation with the Virginia Feeder Calf Sales Association. The organization holds one group business and social meeting and one sale each year. Membership is some 100 farmers and associates.

6. Angus Breeders Association- this organization is made up of stockmen interested in handling and breeding of Angus Cattle. The group is affiliated with the Virginia Aberdeen Angus Association and sponsors 3 sales in the County each year as well as assisting local cattlemen in securing good purebred angus sires. There are 22 members.

7. Hereford Breeders Association- this organization is made up of stockmen interested in the handling and breeding of Hereford cattle. Two sales are sponsored each year by this group which also holds several business and social meetings. The group assists local stockmen in securing better replacement stock as well as good purebred Hereford sires. There are 21 members.

PROJECT ACTIVITIES AND ACCOMPLISHMENTS

a. Agronomy- this is the largest phase of the overall agricultural program and is of interest to every farmer in the County. Probably more time is spent on this phase than any other. For the third year in succession, the County had a serious summer drought and this has materially increased time needed in this phase. Emphasis this year was mainly on producing and harvesting a good adequate feed supply and the continued program of pasture management and weed control.

PASTURE MANAGEMENT

1. Situation- average Augusta County pasture will carry one animal unit on $3\frac{1}{2}$ acres and most pasture is blue grass. The lime level is excellent but the fertilizer level is low. Considerable land in crops should be put in pasture and some pasture land should be put into woods.

2. Goals- to have at least one pond on every farm needing water. To have at least 40 percent of farmers to improve a portion of their pasture land. To have 50 percent of the farmers attend a demonstration on these subjects.

3. Methods - some 1300 soil samples were taken to show fertility and lime needs on pasture land. Four tours were conducted for farmers and professional workers to show and demonstrate improved pasture. Demonstrations were conducted with irrigation systems to show water needs. Personal visits were made to many farms to discuss problems of pasture management and bulletins and circulars were sent to hundreds of families.

4. Results- The conducted tours were attended by 108 farmers. 60 students, 12 veterans and 18 professional workers. The irrigation demonstration was attended by 45 people. Due to the severe drought, many hundreds of acres of newly planted ladino clover, orchard grass pasture and newly renovated pasture was burned up. The fact that these pastures responded well to late rains indicated they were in an improved fertility condition. The amount of fertilizer used on pasture was reduced due to the drought.

WEED CONTROL

1. Situation- again due to a severe drought, progress in weed control, particularly coralberry, has not been good. Some 12,000 acres of usable land is covered to some degree and should be cleaned up and placed in the pasture improvement program. Several new sprayers were purchased during the year and such numbers are at an all-time high.

2. Goals- to have at least 2500 acres sprayed during the year. To have each farm, where practical, to have a farm weed sprayer. To continue to stress weed control as part of the County ASC program.

3. Methods- a County demonstration was conducted to demonstrate new materials for use. Hundreds of farmers were contacted and visited relative to spraying and compliance in the ASC program.

4. Results- due to the severe drought, no outstanding results were obtained. Probably 2000 acres were sprayed with some degree of success. Each year the number of requests for assistance in the phase increases.

OTHER AGRONOMY ITEMS

The drought caused many agronomy problems, such as increased use of irrigation, building of stock ponds, hauling of water and use of special grazing and hay crops. Special meetings and conferences were held regarding the drought. Soil sampling decreased. Some 1000 farmers and guests visited the Experiment Station during the year. Special work was done during the year on control of clover weevil and spittle bug and other forage insects.

All agronomy projects and problems were carried on in cooperation with the Soil Conservation Service, the ASC and others.

Statistics in Agronomy are:

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|---------------------------------------|------|
| Days in the office and field- - - - - | 173 |
| Farm visits - - - - - | 626 |
| Office - - - - - | 1810 |

b. Dairy- the dairy expansion program continued in the County again this year. There was an increase in milk production and in the number of dairy cows. This expansion seems to be leveling off due to a lessening in the demand for milk. Surplus milk was somewhat of a problem this year. Some 25 herds with 1094 cows were enrolled in DHIA and in Artificial Breeding some 326 herds with 3000 cows enrolled were serviced. Most all replacement heifers were vaccinated for Bangs Disease.

1. Goals- to improve and increase home grown grain and forage feed supplies. To have all replacement heifers vaccinated for Bangs and tested for T.B. To work toward a better and longer pasture program and to improve water supplies on the farm. To increase plantings of ladino clover and tall grass pasture.

2. Methods- encouraged the planting of supplemental hay and forage crops and the building of trench silos. Encouraged pasture fertilization and irrigation when practical. Worked closely with local and state veterinarians on problems of Bangs and T. B. and advised people of the new state program on these topics. Conducted 2 dairy sales.

3. Results- some 2000 acres were planted to Soya Bean-Sudan Grass or Sudan Grass alone to increase feed and forage due to the drought. The acreage in ladino clover was not increased due to dry weather as well as no tour was conducted. The number of farmers enrolled in artificial breeding increased from 315 to 326 and 2 new members were added to DHIA. The heifer replacements were nearly all vaccinated for Bangs and the new program for 1955 should increase this project materially. Nearly every dairy farm has one or more

ponds for increased water supplies. The 4-H Dairy Calf week increased and will be reported in the 4-H section. During the year the dairymen organized a program to advertise and push milk consumption and we are watching this program with great interest.

Statistics in Dairy are as follows:

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|---------------------------------------|-----|
| Days in the office and field- - - - - | 61 |
| Farm visits - - - - - | 341 |
| Office visits - - - - - | 710 |

c. Poultry- again this year an over production of broilers and turkeys took place and most farmers lost money on these projects. Income from poultry in general showed a sharp decrease in 1954. No serious disease outbreaks occurred during the year.

1. Goals- to produce quality eggs and poultry. To regulate numbers with demand. To increase the raising of home grown grain to reduce costs. To have all chicks come from U.S. and State supervised hatcheries.

2. Methods- conducted a large summer and an annual winter meeting on all phases of the program. Encouraged enrollment in the Pullet Flock Demonstration contest and the Laying Flock Demonstration contests. Conducted 6 demonstrations on culling and encouraged heavy culling. Worked with the Farm Bureau to improve egg grading service and to improve markets. Used radio and personal visitation to discuss the Diagnostic Laboratory work and disease situation.

3. Results- some 200 people attended the winter and summer meetings on poultry. More farmers used home grown grain to cut feed costs

than before. Some 16 poultrymen enrolled in the Pullet and Laying Flock Improvement Demonstrations and Mr. Dean from V.P.I. worked closely with them. The Farm Bureau egg grading station functioned better and the number of dozen eggs handled increased from 87,093 to 117,559.

Many poultrymen were assisted by the engineer from V.P.I. in problems of heating, ventilation, construction, renovation and water supplies. The Augusta County Poultry Association functioned well and continues to be a strong voice for poultrymen. The work with 4-H club poultry members will be discussed in the 4-H section of the report.

Statistics in Poultry are as follows:

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|--|-----|
| Days in the office and field - - - - - | 51 |
| Farm visits - - - - - | 244 |
| Office visits - - - - - | 620 |

d. General Livestock- this phase will be discussed under four separate headings- Beef Cattle, Feeder Calf Marketing, Swine and Sheep. There will be a general statement on the volume of livestock marketed as a summation. In reviewing this phase of the report it must again be kept in mind that prices for most livestock is under that of 1953. This, of course, directly affected the livestock producers and is consequently reflected in this report.

BEEF CATTLE

1. Situation- after dropping two years in a row, prices of quality beef cattle leveled off while the prices of the lower grades dropped. In some areas of the county due to the drought, feed supplies will be low. The emphasis was on quality in heifer and bull replacements, also cow herds numbers will have a small increase. Farmers were more conscious of diseases and disease control. Steer operations were on the increase this year.

2. Goals- to have a productive and profitable beef cattle operation on every adapted farm in the county. Have each operation managed in such a way as to utilize all home grown forage and grain. To decrease the amount of Bangs and other diseases in the herds in the county.

3. Methods- make available all sources of supply of breeding stock to the farmers. Assist in conducting local purebred sales to make purebred stock available. Conduct such demonstrations as dehorning, castrating, vaccinating, and spraying. Work with local veterinarians in the control of Bangs and other disease. Sponsorship of local 4-H and FFA Fat Stock Show and Sale. Continue work for improved market conditions. Used radio and newspaper material relating to beef cattle. Increased the number farm visits. Increase home grown forage crops. Make farmers aware of seasonal price fluctuation.

4. Results- during the year 65 purebred beef bulls were placed on farms with commercial herds. Demonstrations of castrating, dehorning, vaccination and spraying were conducted in the county with some 200 people attending. Castrated and dehorned calves increased over the previous year. More marginal land was deeded to pasture and hay crops. More quality calves were kept for replacements and calfhood vaccination increased over the previous year.

FEEDER CALF MARKETING

1. Situation- the quality has increased but cow herds are not uniform and some carry too much dairy breeding. Not enough calves sold by a organized, grade and weight basis. More calves need to be castrated and dehorned. Increase quality of sires in commercial herds.

2. Goals- increase the number of calves sold in the sale to 1000, also the quality. Cull off-colored and poor quality cows on present low market. Have all calves castrated and dehorned at early age. Encourage farmers to use quality purebred sires.

3. Methods- encourage early calves without large outlays for winter shelter. Encourage farmers to have calves born in a three period and sell shy breeders. Encourage the use of home grown forage and grain. Demonstrations in dehorning, castration and farm visits to show type and quality features.

4. Results- the quality of calves increased this year with 9% increase in fancy and choice calves. More steer calves were consigned with a decrease in heifers. More calves were being castrated and dehorned. Average price was \$2.50 a hundred higher than last year. Calves were lighter in weight due to drought conditions.

SHEEP

1. Situation- interest in sheep has been good again this year with the income steady. Income from sheep and wool probably surpass any other livestock income for 1954. Sheep numbers increased with 10 carloads of western ewes shipped in the county, also some native ewes purchased and ewe lambs kept for replacements. Considerable work has been done on dog control in the county.

2. Goals- to have a well managed, productive ewe flock on every farm in the county where extra forage exists and where there is sufficient interest and a desire on the part of the owner to use sheep as a means to increase his farm income. To increase the number of farmers

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practicing dipping, worming, castration and docking. Increase the number of early lambs where practical and have the majority of lambs marketed before hot weather. To have a purebred at the head of each flock. Promote better shearing and handling of fleeces and increase pooling of wool in the county.

3. Methods- make sheep available to every farmer that can use them profitably. Work closely with purebred breeders to increase production and availability of quality breeding stock. Make farmers aware of market conditions and seasonal price fluctuation. Assisted in conducting 3 purebred ram and ewe sales in the county. Made numerous visits to farms to discuss production problems and to demonstrate the methods of docking and castrating and worming. Made use of radio, newspaper and bulletins to keep farmers abreast of the latest developments. A sheep shearing school was conducted for both adults and 4-H boys to teach proper methods and procedures.

4. Results- about 10 carloads of western ewes and 4 carloads of native sheep were brought in as replacements. About 75 purebred rams were placed at the head of flocks. Some 150 4-H boys and farmers received instructions in sheep shearing. The purebred sheep numbers increased in the county. A 4-H Market Lamb Show and Sale was conducted with good results. The Augusta County Wool Pool totaled 144,542 pounds at \$70,116.47. This was an increase over 1953 and showed a trend to wool pooling.

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SWINE

1. Situation- producers of swine had a very good year in 1954 despite a drop in price. The demand for swine was good and there was a small increase in number. There was an increase in commercial feeding

operations and an improvement in sanitation in these operations. Purebred swine production increased and the balance between purebred and commercial swine production was proper.

2. Goals- to increase production by growing more pigs per litter, quality breeding, and sound feeding and management practices. Increase swine pasture acreage and keep production in balance with feed raised on the farms. Have a purebred boar as sire of all pigs. Make available the latest information on health, breeding and feeding practices. To increase better marketing methods.

3. Methods- encourage farmers to use a feeder pig sale to market pigs. Hold a purebred sale to make breeding stock available to farmers. Work closely with State and local officials on health problems. Personal visits to farms to assist in swine pasture establishment, feeding practices, and breeding problems. Encourage farmers to study marketing conditions and seasonal price fluctuation.

4. Results- farm income from swine increased over the preceding year. The number of purebred hogs increased and higher quality hogs were kept on the farm. Assisted in placing about 30 boars on commercial farms. Hog cholera was held at minimum and no cases of Vascular Exanthmas was noted in the county. Considerable increase was noted in acreage of ladino clover pasture and this rate should increase. Purebred breeders entered the production registry program and 4 litters were checked and weighed at birth and weaning for rate of gain.

LIVESTOCK SALES IN THE COUNTY

During 1954, fourteen purebred livestock sales were held at the Staunton Purebred pavilion for a sales total of \$147,643.50. These sales consist of beef cattle, swine, sheep and dairy cattle. This was considerable

decrease from 1953 due to lower livestock prices.

The Staunton Livestock Market reported a gross sales for 1954 of \$4,123,000.00 . Reports from the Staunton Union Stockyards gave a dollar volume of \$3,740,000.00 . Here again an increase was noted due to lower livestock prices, but increased numbers were marketed

In addition to the above, livestock produced in the county was marketed in Baltimore, Lancaster and at the Shen-Valley Co-op at Timberville.

Statistics in Livestock are:

| | |
|-------------------------------|------|
| Days in office field- - - - - | 346 |
| Farm visits - - - - - | 690 |
| Office visits - - - - - | 1010 |

c. Horticulture- the report on this phase will include, under separate headings, fruit growing, gardening and other miscellaneous items.

FRUIT GROWING

1. Situation- apple trees have been continually reduced in number for several years and the number of people interested in fruit growing has reduced materially. Considerable confidence has been gained by the growers and the situation is becoming stabilized. Augusta County is faced with one of its best fruit seasons in many years.

2. Goals- to increase the quality of the fruit grown and packed. To pack all apples the market traffic can bear and ship others to cannery. To continue to remove all marginal orchards and to encourage increased plantings of young desired apple and peach varieties.

3. Methods- conduct demonstrations in pruning and mouse control as well as handling packing of fruit. Send out timely spray cards and data to all interested. Personal visits to orchards to assist with problems and to work with the County Fruit Growers Association.

4. Results- a pruning and mouse control demonstration attracted 34 people. Another 35 attended the picking, packing and handling school. Some 9,000 marginal trees were removed during the year and more new trees were planted than in the previous 6 years. Spray cards and data were sent to 85 interested growers and associates. The daily weather report for the County, handled by our office from the Washington Weather Bureau was made available to all growers.

4. GARDENING

1. Situation- although the County has suffered three summer droughts in succession, gardens this year were excellent. The high cost of foods has created interest in gardens. Early gardens continue to be excellent with fall gardens poor.

2. Goals- to have every farm home have a garden and that such a garden will produce the needs of the family. To have fall gardens equal to spring gardens. To have all gardens use state recommended varieties of seeds and practices.

3. Methods- timely garden bulletins and letters were sent to over 500 families. Numerous farm and home visits were made on gardening problems as well as radio and newspaper articles. A garden contest sponsored by Huritana was conducted. All seed and fertilizer dealers informed as to recommendations.

4. Results- more good gardens were made than for several years.

Spring gardens were excellent but fall gardens were poor due to the drought.

Over 800 garden letters and circulars were distributed. Some 140 families

were visited on garden problems. Local, State and private institutions were

also assisted with garden problems.

In addition to fruit growing and gardening, considerable work was done with rural and urban families, on such problems as home yards and grounds, tree planting and care, control of insects and diseases and with flower and shrubs. It is estimated that at least 1000 calls were made on these topics.

Statistics in Horticulture are:

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|---------------------------------------|-----|
| Days in the office and field- - - - - | 36 |
| Farm visits - - - - - | 120 |
| Office visits - - - - - | 840 |

f. Engineering- although farm income was at a low level, considerable new buildings, major repairs and renovation took place. Again this year numerous trench silos, probably 80, were dug as well as other types of feed structures.

The severe drought caused considerable increase in irrigation systems and farm ponds. About 8 new irrigation systems were installed and other small units enlarged.

- Increased interest was shown this year in new fence construction and especially in cross-fence construction for pasture rotation. The fence building demonstration was called off due to dry weather but will be conducted in 1955.

Other engineering projects worked on during the year were self-feeders for trench silos, home water systems, barn hay driers, barn conversions, ponds, general building locations and farm roads. During the year some 210 sets of plans were furnished people to assist them with buildings, locations and accessories. Specialists assistance in this phase has been invaluable.

g. Program Planning- with the increased demand for assistance by farm groups and individuals and with the burden of education for all agencies on Extension shoulders, the need of careful planning of time is very important. As in past years, the agricultural program and its many projects have been developed by commodity committees and the County Board of Agriculture. Where possible these projects have been worked through the agricultural committees of the 21 Ruritan clubs consisting of 980 members who are largely rural people.

Many commodity committee meetings were held, and the County Board of Agriculture held one meeting to plan the years work and one meeting to review it. Wherever possible other professional workers are used on commodity and planning committees.

4-H CLUB WORK FOR 1954

4-H club work has attracted more new club members than in previous years due to older club members winning various contests in the County and State. The local banks, civic organizations and private business men have sponsored local contests which has encouraged the 4-H club members to work more efficiently. The local leaders and project leaders are doing a grand job of encouraging club members to do better project work. With this combination of local leaders and older 4-H club members, the Augusta County 4-H club organization is showing considerable progress.

The enrollment this year was 358 in twenty different communities. The project record books are very complete and accurate. These 358 boys are carrying 430 projects. The measure of success of the 4-H club program can be seen in that the club members have participated in more County and State contests, attending more special 4-H club meetings, such as socials, picnics, county camps, Achievement day and Rural Life Sunday programs, than in previous years. Other measures of our 4-H club program improvement are:

- (1) Increased publicity for rural people of what different clubs are doing throughout the County by using the local radio stations and local newspaper.
- (2) Making special appearances before civic clubs.

④ The following are outstanding events club members participated during the year:

④ In the Annual 4-H FFA Fat Stock Show and Sale: 4-H club members showed the Grand Champion Steer, the reserved champion pen of Fat Lambs and the reserved champion pen of Market Hogs. This show was sponsored jointly by the Chamber of Commerce and Augusta County Buritan clubs.

The Annual 4-H Fat Lamb Show and Sale: which was sponsored by the local stockyard in Staunton, Va. There were eighty-five lambs shown by 4-H sheep flock members in Augusta County.

④ The Annual 4-H County Camp wa held this year in July. There were eighty-five club members from twenty different communities. Larry Arehart, one of our outstanding club members was the recreational director of the camp. The local leaders and parents of 4-H club members and councilors have made this camp an outstanding event of the year.

The Augusta County Fair was a great success in that fifty-five boys in club work exhibited their livestock, vegetables, crops, and poultry. In addition, to this fair there were two community fairs in which 4-H club members exhibited their projects.

The Atlantic Rural Exposition was a great attraction for club members from our County. There were fifteen boys exhibiting their projects, such as : Fat Steers, Beef Heifers, Fat Lambs, Market Hogs, Poultry and Field Crops. The reserved champion fat steer of the show was shown by a 4-H club member from Churchville, Va.

The 4-H Tractor Operators Contest was sponsored by the Implement Dealers and the Chamber of Commerce of Staunton. There were fourteen club members competing for trips and material prizes. Seven boys were awarded

expense paid trips by the local Implement Dealers to the Pennsylvania Farm Show in January 1955. One club member was selected to compete in the 1955 District Operator contest.

The Augusta County Achievement Day program was the highlight of our 4-H club program for 1953-54. There were 200 club members attending this event. This year there were 21 County award medals presented to boys who did outstanding work. Miss Lucille Graves, Assistant State 4-H Leader had charge of our recreation for this event. There were 55 parents attending this occasion.

The State 4-H Short Course: There were 10 boys from the County who attended this event. Seven of these boys were competing in the following contests: Livestock, Judging, Sheep Shearing, Field Crops, Leadership and Dairy Achievement.

Local Contests:The following contests 4-H club members participated in this year: (1) Sears Roebuck Pig Chain Contest. We have 5 purebred registered Berkshire Sows and one boar. (2) Tractor Maintenance contest sponsored by the American Oil Company. There were 20 boys carrying this project. (3) Sheep Flock contest: There were 15 4-H club members completing records this year. (4) Livestock Judging Contest: Four boys were given trips to the State Short Course. We were very proud of our boys for their outstanding work. One boy on our County judging team won a place on the State judging team, which will receive a trip to the International Livestock Show in Chicago. (5) Dairy Judging Contest: This was the first year we have had a team represented in the District. The Spottwood Dairy Heifer club members represented our County this year at Culpepper, Va. They have great hopes for the coming year at the State short course. (6) Beef Heifer Contest:

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There are five 4-H club members who have recently purchased purebred beef heifers, and they exhibited these heifers in Staunton and Richmond.

(7) Forestry, Wildlife and Soil Conservation Contest: This was sponsored by the Verona Buritan club. There were 75 club members who completed this project. Ten thousand pine seedlings were planted by 4-H club members and 60 pounds of grass seed was sowed for wildlife cover.

The local banks, and business men are sponsoring local contests for club members. I would like to mention one bank in our County who has offered a contest to four clubs in their shopping area. They offer a \$25 saving account to the outstanding boy in each club. This contest has created a great deal of interest and has improved club work in these different communities.

The Kiwanis club has offered a purebred Hampshire ewe project which has been very attractive to club members. This is a chain contest whereby a boy is given a bred ewe and he is obligated to give a registered ewe lamb to another 4-H club member in his community.

In summarizing the years work, I think 1954 has been a successful one. This year an older youth 4-H club has been organized. Their ages are from 16 to 21. These boys have been in club work for five years or more and are serving as junior local leaders in their communities. There are 15 club members who attend night meetings once a month. More of our 4-H club members won District and State contests than in previous years. The parents of the 4-H club members are cooperating more with the Extension Service by encouraging their children with their projects and records. We have 10 local leaders and 10 junior local leaders who are doing a grand job of work.

There are a larger percentage of club members exhibiting their projects work at our local and State shows, and the quality of their livestock and produce is considerably better than in past years.

The Augusta County Honor Club has 75 club members enrolled. This club is very active and is improving the over-all County 4-H club program. This club meets once every three months.

The all-star chapter is another active organization that meets regularly. Their main projects are County 4-H club camps, furnishing the Extension workers with local leaders and they are sponsoring the Honor club organization.

According to my plan of work, the 4-H club organization is making progress and I hope we can complete work on objectives in 1954.

COOPERATION AND ASSISTANCE WITH OTHER AGENCIES

One of the objectives of the Extension agents has been to cooperate closely with all other agencies working with rural people. In its dealings with other agencies the agents have been guided by the Plan of Work set up with each agency at the beginning of the year. The agents have attempted to pave the way educationally for all the services. The results of this cooperation cannot be explained or measured accurately but following are some of the highlights of the agency cooperation.

A. AGRICULTURAL STABILIZATION AND CONSERVATION - the agent served as an ex-officio member of the County Committee and assisted with all planning and conducted several meetings and radio broadcasts to inform the public of the program. One large feature of this program has been soil sampling, particularly for lime and the job of handling this has been with the Extension Service. During 1964 farmers in the County participated in the ASC program as follows:

| | |
|---|------------|
| Number of farms participating - - - - - | 950 |
| Value of practices earned by farmers - - - - - | -\$160,000 |
| Expected participation - - - - - | 1000 |
| Amount of revenue brought into the County - - - - - | \$98,500 |

B. SOIL CONSERVATION AND FLOOD CONTROL - more work was done with this agency in 1964 than in any previous year. This was chiefly due to the work of the Flood Control Service getting under way and also because the Agent became Secretary of the SCS District.

Many meetings and conferences were held on flood control on South River and a larger dam and lake were built as the first step in this plan. A field day was held during the late summer to demonstrate conservation practices. This meeting was attended by some 2000 people and the main speaker was Secretary of Agriculture, Benson.

Close relations were maintained with the Soil Conservation Service on farm planning and many farms were planned jointly. Some of the years achievements in this department were:

| | |
|---|------|
| Number of farms participating in 1954 - - - - - | 110 |
| Number of farms participating to date - - - - - | 1240 |
| New ponds built in 1954 - - - - - | 124 |
| Number ponds built to date - - - - - | 1002 |

C. CREDIT AND LOAN AGENCIES - in addition to established banks, there are three credit and loan agencies in the County dealing with farm people. These are: Farmers Home Administration, Production Credit Association and the Federal Land Bank. During the year 1954, loans of all types to farmers showed an increase.

It has been the aim of the Extension Office to cooperate fully with these agencies and to inform all rural people as to their location and purpose. It has further been our aim to assist the borrowers of such money in doing a better job on the farm when possible. The agents made personal visits to assist borrowers, participated in FHA meetings and projects and attempted to reach all low income farmers needing help.

Following is the loan activity of the FHA for 1954:

| | |
|--|----------|
| Number of Rural Rehabilitation Loans - - - - - | 19 |
| Amount of these loans - - - - - | \$40,255 |
| Number of tenant Purchase Loans - - - - - | 2 |
| Amount of these loans - - - - - | \$29,310 |
| Number of Emergency Orchard Loans - - - - - | 1 |
| Amount of these loans - - - - - | \$27,900 |

D. FORESTRY SERVICE - due to the excellent working relations between the Extension Service and the Virginia Forestry Service only a limited amount of time was spent in this phase.

Reforestation of eroded and upland not suitable to cropland and pasture was stressed and during the year the 4-H clubs planted 10,000 trees on such land. Work with farm wood lots was the major problem and fencing such areas was pushed. Considerable timber continues to be cut for building use as well as for pulp wood.

Efforts were made to keep the public informed of the services offered in forestry and by use of radio and newspaper the programs, "Prevent Forest Fires" and "Keep Virginia Green" were pushed. The agent also served on the County "Tree Program" committee.

During 1954 the Virginia Forestry Service assisted some 42 farmers with problems of wood lot management. Of these 323 acres of farm wood lots were marked and timber sold valued at \$7180.00. The Forest Service furnished some 87,000 trees for planting in Augusta County.

E. AGRICULTURAL INSTRUCTORS - the agents worked closely with the 8 vocational agricultural instructors in 5 Augusta County schools. Copies of all bulletins, circulars and pamphlets were sent to each and orders placed to furnish same to all students when needed. These men were informed

of all tours, meetings, clinics and demonstrations and were invited to participate in same. In addition personal service calls were made upon request and specialists assistance furnished when needed.

The agents also served as judges at fairs and shows conducted by instructors and furnished motion pictures, speakers, specialists and other aid to instructors for class work and community meetings.

PUBLICITY

We are quite fortunate in having three daily newspapers and two radio stations in the County and all are very cooperative on matters of agricultural publicity. The agents conduct a "Farm and Home Hour" over WTON each day except Sunday. All agricultural agencies are coordinated in this program. In addition to local stations the agents record a program over WSWA in Harrisonburg each week.

There are two daily newspapers in Staunton and one in Waynesboro. One Staunton paper and the Waynesboro paper have a farm and home page each week and most of this material is furnished by the agents.

During the year the agents also furnished material for agricultural magazines, newspapers and for the Extension Service News. In addition, in cooperation with the Weather Bureau in Washington, a daily and extended weather report was furnished the local radio stations and to all interested.

Statistics on Publicity are as follows:

| | |
|---|------|
| Newspaper articles written and furnished- - - - - | 165 |
| Radio broadcasts made - - - - - | 119 |
| Agricultural movie shows - - - - - | 14 |
| Bulletins and pamphlets distributed - - - - - | 3977 |

MARKETS AND MARKETING

Improvements and progress in marketing in agriculture had been made during the year but this continues to be a big weakness in the over-all program. This is due in great part to incomplete and unavailable timely reports on supply, demand and prices. The important question of whether to buy or sell arises daily in the agents routine.

The farmer and his family were assisted regularly on all problems of marketing. In some instances these have been public and cooperative sales and in others they were private sales. Augusta County farmers sold \$10,000,000 worth of farm produce during 1954. Also during the year some \$2,728,000 worth of goods was purchased from the Co-op Farm Bureau who in turn purchased some \$250,00 worth of farm goods and produce.

The two local stockyards handled more stock than in the high year of 1953 with a gross increase also. Some \$7,640,000 worth of livestock was marketed through the two yards in 1954 and considerable livestock was shipped to markets in Baltimore, Lancaster, and to the Co-op at Timberville where some 250 Augusta County farmers are members and stockholders. The Staunton Feeder Calf Sale handled 810 calves at its annual sale valued at some \$71,453.24. This showed an increase in net returns over 1953.

The Staunton Purebred Sales Pavilion had a total of 14 purebred sales during the year with a dollar volume of \$147,843.50. The value of the sales pavilion to Augusta County farmers is immeasurable. The agents spent considerable time assisting with and planning these sales.

The wool pool, handled by the Farm Bureau, took in some 144,542 pounds of wool, approximately 75% of the total wool clip for the County. This sold for \$70,116.47, an increase over 1953.

Milk production increased in 1954 although the drought prevented it from reaching its maximum. Some \$2,500,000 worth of milk was handled through local dairies and shipped to outside milk sheds.

SUMMARY OF WORK FOR 1954

Probably more people were affected or influenced by some phase of the Extension program during 1954 than in any previous year. The Extension program has been in effect for 43 years and each year makes many new friends. A definite plan of work, formulated by the County Board of Agriculture and the Extension Agents, was followed as closely as practical with adjustments applied due to the drought.

A generalized summary of work by phases follows:

Agronomy- plans in this large phase were altered in 1954 due to severe drought. Production of small grain was normal but corn and hay reduced below 50 percent. The average farmer faces the winter seriously short of feed. Over 2000 farmers were assisted with problems in Agronomy. Two field tours, to view pastures, were attended by 108 farmers, 60 students, 12 veterans and 16 professional workers. Some 1600 soil samples were taken to determine soil needs. The Alfalfa Club held its annual meeting with 200 attending and some 1000 farmers visited the Agricultural Experiment Station. The dry weather held down weed spraying, but some 2000 acres were sprayed. Considerable progress was made in controlling Spittle Bug and Clover Weevil by spraying. Farmers exhibited their produce at the Atlantic Rural Exposition, Staunton-Augusta County Fair and at Community fairs with much success. The agents visited 626 farms and traveled 9360 miles on agronomy problems and some 1810 farmers visited the office for agronomy help.

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• Dairying- milk production increased during the year as did cow numbers and dairymen. Surplus milk became a serious problem. Some 25 herds with 1094 cows participated in DHIA work supervised by the agents. The Artificial Breeding Association served 326 herds with 3000 dairy cows enrolled. More heifers were vaccinated for Bangs Disease than ever before. The County continued as a certified T.B. and Bangs free County. The drought prevented an increase in ladino clover-orchard grass pasture. A dairy association was organized to advertise and promote the consumption of milk. The Agents visited 341 farms and traveled 8090 miles on dairy problems and some 710 farmers visited the Extension office for help in dairying.

Poultry- an excess of broilers and turkeys caused the market to depress and most poultrymen lost money in 1954. Some definite adjustments must be made. No serious disease outbreaks occurred during the year. Demonstrations were conducted in culling and vaccination and 16 flock owners enrolled in the Laying Flock Demonstration Contests. Some 200 farmers and associates attended the two poultry meetings conducted by the Poultry Association. Many sets of plans for farm poultry building and assessor equipment were furnished farmers as well as specialists help with ventilation, heating, construction and water supplies. Some 117,589 dozen eggs were handled by the Farm Bureau egg grading station, a considerable increase over 1953. The agents visited 244 farms and traveled 7410 miles on poultry problems and some 620 farmers visited the Extension office for help in poultry raising and marketing.

Livestock- this phase includes beef cattle, swine and sheep. The livestock situation in general was stable. The price for hogs decreased but other stock was steady. Beef cattle numbers increased although the feed supply was down due to the drought. Some 14 sales were held at the purebred

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Livestock Pavilion with a gross value of \$147,643.50. The two local stockyards handle gross sales of \$7,863,000.00, an increase over the 1953 sales. The Extension sponsored Feeder Calf Sales handled 810 calves which sold for \$71,453.00. This was a price increase of 2½ cents per pound and some 5 cents above the regular markets. Some 65 purebred bulls were placed on farms in the County during the year and demonstrations were conducted in dehorning, castrating and controlling external parasites of beef cattle.

The swine market showed an orderly decrease during the year but adjustments were made to meet it. Prices were still in good ratio with corn. Some 30 purebred boars were placed on County farms during the year and demonstrations were conducted in worming, vaccination and with feeding problems of swine.

Sheep producers continue to receive a steady profitable income probably the greatest return for a dollar invested than any other project. Some 10 carloads of western sheep were brought into the County as replacements and 75 purebred rams were placed on farms in the County during the year. A sheep shearing school was held for adults and 4-H boys and girls with 150 attending. Purebred sheep numbers showed a marked increase during the year. Demonstrations were conducted in docking, castrating, controlling of internal and external parasites. The County wool pool handled 144,542 pounds of wool valued at \$70,116.47, a considerable increase over 1953.

In conducting livestock work the agents visited some 690 farms and traveled 13,600 miles and some 1010 farmers visited the Extension office for help with livestock problems.

Horticulture- this phase includes fruit growing, gardening and miscellaneous.

Fruit growers harvested one of their largest apple crops since 1946 but due to a break in prices, only a fair profit was enjoyed. Some 35 growers and helpers attended the picking and packing school. Some 9000 apple trees were removed from marginal orchards. Eighty-five interested growers were sent spray cards and information.

Monthly garden letters were sent to 150 people interested in gardening and over 800 other pieces of garden literature was given out. Probably some 1000 calls were answered on gardening, insect and disease problems and lawns in Waynesboro and Staunton as well as in the County. Help was given State institutions, garden clubs and other organizations on Horticultural problems.

On conducting Horticultural work the agents visited 120 farms, traveled 2700 miles and some 840 farmers and urban people visited the Extension office for help with Horticultural problems.

Engineering- considerable building took place in 1964, especially with trench silos, farm ponds and farm structures. About 210 sets of plans and blueprints were furnished farm people and specialists assistance furnished on self-feeders for trench silos, home water systems, barn hay driers, ponds and general construction. Eight new irrigation systems were installed and others enlarged. The fence construction demonstration was post-poned due to dry weather.

4-H Club Work- some 358 boys were enrolled in 4-H club work in 20 different clubs and communities. In addition there were 75 members in the 4-H Honor club with 50 members in the 4-H All Star Chapter. These boys came from 340 different farm families. Eighty-eight percent of these enrolled in project work completed their work. During the year some 30 contests were held and nearly all members participated in some contest. The summer 4-H camp attracted 85 people, two club picnics were held, Rural Life Sunday and National 4-H week

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were celebrated and observed by all clubs and an Achievement Day attracted 250 people. An increase in local leader assistance was a great contribution to the 1954 program.

The members made a profit on 4-H projects of \$10910.54, during 1954.

One State Award trip was won by a 4-H boy who won a place on the State Livestock Judging team and to the International Livestock Exposition in Chicago. Seven boys won trips to the Pennsylvania Farm Show in January. More boys, more families and businessmen seem interested in 4-H work each year and each year more former 4-H boys become farmers and farm leaders.

Cooperation With Other Agencies- the Extension agents have cooperated with other Agriculture agencies in an effort to render a more complete and effective service to rural people and to prevent an over-lapping of effort. The agents have attempted to pave the way educationally for all the agencies which include:

- • Agricultural Stabilization and Conservation
- Soil Conservation Service and Flood Control
- Farmers Home Administration
- Production Credit and Federal Land Bank
- Forestry Service

The working relations among the various agencies has been excellent during 1954.

Marketing- agricultural markets in general were down during the year but were stable. The swine market showed the greatest decline. Local stockyards handled \$7,863,000 worth of livestock and the purebred sales pavilion handled \$147,543.50 worth of purebred livestock. The Feeder Calf

Sale had 810 calves selling for \$71,453.00 which was an increase of 2½ cents per pound and a market of 5 cents above the regular market. The wool pool showed an increase in poundage with 144,542 pounds selling for \$70,116.47, a price increase over 1953. The egg grading station showed an increase in business and milk production continued to rise in the County as did surplus milk.

There is a continued definite need for better marketing in Augusta County and we must work toward that end.

In addition to the many above named projects, the agents assisted with the following:

1. Civil Defense Program
2. Community Chest Work
3. U. S. Defense Bond Drive
4. Boy Scout Work
5. Chamber of Commerce
6. Staunton-Augusta County Fair
7. Atlantic Rural Exposition
8. Staunton Harvest Festival
9. Waynesboro Harvest Festival

STATISTICAL SUMMARY OF WORK FOR 1954

A. REPORT STATISTICS

| | MORSE | COPPEY | SWECKER |
|------------------------------|-------|--------|---------|
| Days in the field and office | 279 | 285- | 216 |
| Number of farm visits | 901 | 828 | 298 |
| Number of office calls | 4376 | 706 | 176 |
| Number of phone calls | 8398 | 760 | 332 |
| Number of individual letters | 2428 | 1210 | 215 |
| Number of circular letters | 6110 | 2640 | 560 |
| Number of meetings held | 102 | 280 | 22 |
| Number in attendance | 3520 | 5491 | 1848 |
| Miles traveled | 16266 | 15810 | 9327 |

B. GENERAL WORK STATISTICS

1. Number of farmers carrying on improved agricultural practices 2660.
2. Number of men treating sheep for stomach worms 1700.
3. Number of sheep treated 25,000.
4. Number of sheep dipped 7,000.
5. Value of wool pooled at Farm Bureau \$70,116.47.
6. Number of pounds pooled 144,842.
7. Number of farmers vaccinating for blackleg 2750.
8. Number of calves vaccinated 26,000.
9. Number of purebred sires purchased for replacements 350.

10. Number of 4-H clubs in County 20.
11. Total membership of clubs 358.
12. Profit made by club members in 1954 \$16,910.54.
13. Number of farms participating in ASC program 950.
14. Amount of revenue brought into the County as a result
of the ASC program \$98,500.
15. Number of program planning meetings held 12.
16. Number of loans made by the Farmer's Home Administration 22.
17. Value of FHA loans \$87,465.00.
18. Number of farmers growing certified seed 18.
19. Farm Bureau membership 3331.
20. Value of business done in 1954 \$2,728,176.08.
21. Number of farmers participating in SCS in 1954 110.
22. Number of dozen eggs graded and marketed through the
egg pool 117,589.
23. Value of these eggs, \$48,597.28.

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ANGUSTA COUNTY
AGRICULTURAL PLAN OF WORK

1954

E. B. Morse, County Agent
R. L. Coffey, Associate Agent
W. S. Swecker, Assistant Agent
Fannie D. Murray, Secretary

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PLAN OUTLINE

1. Brief Description of Augusta County.
 2. General Statement of Plan and Needs.
 3. Individual Activity Consideration:
 - a. Agronomy
 - b. Dairy Cattle
 - c. General Livestock
 - d. Poultry
 - e. Horticultural
 - f. 4-H Club
 4. Cooperative Effort with Other Agencies.
 5. Calendar of Work for 1954.
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DESCRIPTION

Augusta County is located in the heart of the Shenandoah Valley and has excellent blue grass sod. The agricultural soils are generally of a limestone base and are chiefly classified as Frederick Silt Loam and Hagerstown Silt Loam. Average annual rainfall is 36.5 inches.

The agricultural income is chiefly from livestock, poultry, dairy and fruit production. The livestock consists of purebred cattle, hogs and sheep and of market cattle, hogs and sheep. Augusta has the largest number of sheep of any county in Virginia. Crops grown in the county are mainly feed grains and hay for livestock consumption.

The average size farm for the county is 113.9 acres and there are 3080 farms. The population of the county is 32,000 people and within the county bounds the city of Waynesboro has 16,000 people and Staunton, the county seat has 20,000 people. Due to annexation in recent years and due also to an urban trend, the county population is decreasing.

Industrial expansion is on the increase and 1954 will probably see the greatest expansion in the counties history. Such a trend will have a marked influence on the county's agriculture and on the type of problems developing in agriculture. There will be a large increase in sub-urban farms and rural people in industry wanting agricultural assistance. Plans and programs for Augusta County from 1954 on, will be adjusted to meet these changes and trends.

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GENERAL STATEMENT OF PLAN AND NEEDS

The 1954 Agricultural Plan of Work in Augusta County is in general a continuation of the long range plan but with current changing conditions and programs, considerable adjustments and alterations are made. For example, 1954 appears to be a continuation of close-margin farming with the farmer in a squeeze position. Also, 1952 and 1953 were drought years and both have left considerable mark on the farmer. These factors plus declining markets for farm products, and with an uncertain National Farm Program, plus a completely changed FMA program have caused many adjustments to farm plans and to this program for 1954.

The plan of work was made by grouping the recommendations of all the Commodity Committees which were:

| | |
|---------------------|--------------------|
| Livestock Committee | Fruit Committee |
| Dairy Committee | Agronomy Committee |
| Poultry Committee | A-H Committee |

Also the recommendations of the Mobilization Committee and general recommendations from individuals. These were then grouped and considered by the County Agricultural Planning Committee and a program formed with the agents.

Recent experiences and two years of drought have brought to light certain weaknesses in the overall agricultural program in the county. It appears at this time that our feed production program is slightly inadequate and that we must prepare to hold larger reserves on the farm and to improve our farm water supplies to meet these dry seasons. In addition we must alter our livestock marketing program to include the sale of calves, lambs and pigs

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over a larger period of time. One great weakness that must be improved

● is our egg marketing program and steps are being made to do this in 1954.

For the purpose of analysis and discussion, this plan of work is broken down into individual phases, elaborating on major activities and touching on the minor. For the sake of brevity, a great deal of the work to be done will not be discussed in this report.

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AGRONOMY - Probably the greatest need in this phase of the program for Augusta County is Pasture Improvement, Renovation and Management. With livestock numbers still on the increase and with the market at a low ebb, good pasture management and cheap feed is a very vital farm problem. It appears that in years to come, as the county continues to become more livestock minded, that increased grazing seasons and better forage is the leading problem to be solved.

The needs for immediate consideration are:

1. Improved pastures through fertilization and managment.
2. A longer grazing season.
3. Increased rotational grazing.
4. Weed control.

During 1954 farmers will be encouraged to renovate, soil sample, fertilize and reseed considerable pasture land and encouraged to cross-fence and to build ponds in order to increase rotational grazing. In addition, increased emphasis will be placed on farm sprayers for weed control.

In order to reach the people with such plans a special newspaper section will be printed in the early spring with details. A demonstration in fence building will be held in April in cooperation with the Extension Agricultural Engineer at V. P. I. A farm tour of pastures will be held in May to show improved pastures, rotational grazing, etc. A fall pasture demonstration will be held in Stuarts Draft on August 1.

The Soil Conservation Service, the PMA, the County Agricultural Planning Board and the Extension Agents working with individual farmers and groups of farmers will make every effort to reach all people. The Agronomy specialists

and the Agricultural Engineer will be used in this program. The 1954 goal will be to have at least one pond on every farm needing water, to have at least 40 percent of farmers to improve a portion of their pasture land and to have 50 percent of the farmers to attend a demonstration on these subjects during the year.

In addition to the pasture side of the Agronomy program, the following items will be stressed and encouraged:

1. Weed spraying and control.
2. Increased alfalfa planting and haymaking.
3. Soil Sampling.
4. Seed selection and treating.
5. Better storage and care of feed and grains.

Agronomy Committee:

B. B. Ranger, Chairman

Walter Rosen

C. H. Cline

Raymond Johnson

Max Quillen

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DAIRY - The price of milk continues to be favorable and the number of dairy cattle and dairy farmers in the county continues to increase. With the future prospect of lower prices and surplus milk in the county, the dairy farmer must improve management and reduce costs. Probably the major problem for dairymen in Augusta County in 1954 is Improving Home Grown Grain and Forage Feed Supplies.

The dry summer and falls of 1952 and 1953 have severely hurt the dairymen and have brought to light the drastic need for the following:

1. Increased supplies and reserves of silage.
2. Improved pasture and longer pasturage season.
3. Improved water supplies.
4. Better use of forage and roughages.

During 1953 dairy farmers will be encouraged to plant more ladino clover-orchard grass-fescue pastures, to put up more grass silage, to have water supplies in all areas of the farm and to have a fall pasture reserve. This will involve considerable change on many farms in order to reach farmers with this program the following is planned:

1. Pasture Tour in April.
2. Grass silage preparation demonstration in May or June.
3. Dairy Summer Field Day to be held in Stuarts Draft
4. SCS assistance with water problems.

The Boards of Directors of the DHIA, Artificial Breeding Association and Dairy Association are cooperating in this program and the goals for 1954 will be to have every county dairyman attend one of the tours, to belong to

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* one of the dairy associations and to have planted at least 1000 acres of improved pasture during the year on Augusta County dairy farms. In order to reach these goals the dairy specialists, the DHIA supervisor, and the Agricultural Engineer will be needed for specialists help.

There are many other problems relating to the dairyman that will be worked upon in 1954. These briefly are:

1. Improved work with DHIA members.
2. Expanded Artificial Breeding program.
3. Heifer selection and vaccination program.
4. Dairy barn construction and renovation.

Dairy Committee:

A. F. Weaver, Chairman

J. N. Jackson

H. E. Moffett

W. E. Trimble

A. E. Houff

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GENERAL LIVESTOCK - Being particularly well suited to the production of most kinds of livestock, Augusta County continues to expand in this phase of its agriculture. As the grazing land is improved and as more idle land is brought into production and as some rotated land is put into grass, so livestock numbers increase. With the drastic decrease in prices for most all livestock and yet high labor and feed costs and with such as the future picture, the problems of major importance to Augusta County livestock farmers in 1954 are the Improvement of Quality and a Well Balanced Farm Feed Program.

The declining price picture and 2 consecutive dry seasons have clearly brought out some changes and needs in the general livestock picture. These are:

1. Quality livestock pays a premium.
2. Purebred sires in all livestock is a must.
3. Organized and orderly marketing necessary.
4. Improved pasture and water supplies.
5. Better use of roughages and forages.

In view of these facts the livestock farmer will be encouraged during 1953 to cull his herds and flocks to improve quality, to secure a better sire, to have his stock numbers in line with acreage and feed available and to save all roughage and forage for winter feeding and to rotate his pastures continuously. These are factors that have been known to the farmer and will not require too drastic a change in his present program. Several methods and plans will be used to impress these things upon the farmer:

1. Pasture tour in May.
 2. Silage making demonstration in June.
- RM

3. Tighter regulations for feeder calf sales.
4. Carcass grading of lamb, hog and beef in fall.
5. Conducting of 12 purebred livestock sales during 1954.
6. Participation in feeder pig sales.

Such a program as listed above will require the cooperation of the livestock yards, the purebred breeders Associations, the Purebred Pavilion, the FFA teachers and the Extension Staff.

The goals to be reached during the year will be to place 150 purebred sires in the county, to raise necessary forage, roughage and pasture for stock numbers and to have 1000 top quality calves in the feeder calf sale. During the course of the year the swine specialists, the sheep specialists and the beef cattle marketing specialists will be used at demonstrations, meetings and tours.

Other problems relating to livestock that will be handled during the year are:

1. Wool Pool and sheep shearing school.
2. Dehorning and castrating demonstrations.
3. Feeder Calf Sales.
4. 4-H and FFA Fat Stock Show and Sale.
5. Work with Bangs and T. B. program.

Livestock Committees

Swine

Beef

Sheep

Carl Grove

G. D. Hodges

S. F. McClure, Jr.

William Thomas

Cecil Bowman

W. L. Morrison

Earl Parrish

John K. Porrer

J. C. Sites

C. S. Patterson

Harry Kesiter

G. M. Eddy

John Mohler

POULTRY - The amount of poultry in all phases, laying hens, broilers and turkeys continues to increase each year. The outlook for broilers and turkeys is downward and for laying hens, especially for hatchery eggs is good. With this in mind, the most important problem in poultry for 1954 is to grow healthy chicks and poults at a minimum cost and to discourage over production.

The general needs for immediate consideration are:

1. To improve the egg grading work in the county.
2. To establish an outlet for market eggs.
3. To increase the use of home grown feeds.
4. Improve general poultry management.

During the year poultrymen will be encouraged to hold down broiler and turkey numbers and to use more home grown grains to reduce costs. The Farm Bureau will be requested to improve its egg grading facilities and to expand the market outlets. Emphasis during the entire year will be placed on management.

These problems will be discussed with the poultrymen at the annual meeting in February. A conference with the Farm Bureau will be held in March to improve markets. A summer field day will be conducted in July to study management problems. This field day will be held in Weyers Cave.

The poultry program will be carried out in cooperation with the Augusta County Poultry Association, the local marketing association and the Extension Service. The main goal for the year will be to produce quality eggs and poultry at minimum costs and in numbers commensurate with the market demand.

The help of Mr. Lawrence Dean and Mr. W. L. Herrick, poultry specialists will be needed as well as the staff of the Diagnostic Laboratory in Harrisonburg.

In addition to these major items, other problems in poultry to be worked with are:

1. Disposal pits for all farms.
2. Vaccination for Fowl-Pox and Newcastle Diseases.
3. Ventilation and general house improvement.
4. Marketing.

Poultry Committee

C. H. Cline

H. S. Craig

Earl Parrish

E. W. Spitzer

Driver Etter

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HORTICULTURE - After several years of no markets and low prices, fruit growers have received a boost in prices and market outlets. Increased planting of young apple trees will occur in 1954. A decline in dollar value and the high cost of foods will cause better and larger home gardens in 1954. With this in mind, the major problems in Horticulture in Augusta County in 1954 will be to produce quality apples at a minimum cost and to have every farm and rural family to have a garden suitable to the family needs.

The immediate needs are:

1. Removal of marginal and over-age apple trees.
2. Increase planting of new apple varieties.
3. Improved disease and insect control in gardens.
4. To have a garden at every home.

During the year farm and rural families will be encouraged to have a year around garden and 150 copies of the monthly garden letter will be distributed. Removal of marginal fruit trees will be pushed in January and February and increased new plantings later on. A cooperative carload of new apple trees (15,000) will be secured in February at reduced costs to encourage planting.

In order to reach the people with these plans, a county-wide garden meeting will be held in March. Some 500 garden circulars will be sent to families. A fruit picking and packing school will be held in September. Several community garden contests are planned for the garden season, sponsored by Ruritan Clubs. These plans will be carried out through cooperation of the

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Ruritan Clubs, the seed dealers, the Fruit Growers Association and the Extension Service.

The chief goals to be achieved in 1954 are 300 bushels of quality apples per acre of commercial orchard and a year around garden for each family to meet its needs. It will be necessary to use the services of the garden specialist and fruit growing specialists in this plan.

In addition to these major items in Horticulture, the following will also be stressed.

1. Care and management of home yards and grounds.
2. Increased plantings of small fruits.
3. Pruning and mouse control demonstrations.
4. Irrigation.

● Horticulture Committee

W. F. Young, Jr.

Flint Waller

Max Quillen

Wilbur Bedall

W. M. Martin

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4-H CLUB WORK - A steady increase in numbers and in interest is noted in club work each year. The number of boys enrolling and the number completing increases each year. Interest in contests mounts each year as does the number of contests available. Livestock projects continue to be leading events of the boys in 4-H club work. The main problems involved are reaching the rural-urban boys from an industrial home background and securing adult leaders to assist with the ever expanding program:

The immediate needs are:

1. Sponsors and leaders in project work.
2. A permanent summer camping site.
3. Junior leaders in the school program.
4. Special visual aids equipment.

In order to meet these needs as clearly as possible in 1954 several young men and women as well as some adults are being encouraged to act as leaders both in and out of school. The Augusta County 4-H Recreational Association is being reorganized with hopes of purchasing a permanent camp site and the County is being asked for funds for equipment.

This program will be gotten to the farm boys and girls and to adults through continual press and radio publicity, by demonstrations and tours, by contests and by personal visitation. The summer camp will be held in June, the tours in April and June, the contests each month of the year. A leader training meeting will be held in February and the conference with ministers in March.

To make such a broad program effective, the cooperation of parents, Buritan Clubs, rural ministers, livestock association and the Extension Service is necessary and these and others will do the job. Also the services of the

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project specialists, the 4-H club state agent, and of other specialists will be needed.

The goal for 1954 is to have a good active 4-H club in every community of the county and to serve every farm home where the desire for youth to cling to rural living exists. It is our further goal to have 100% completion on all projects started.

Other problems to be worked on in the county 4-H program are:

1. A 4-H camp with 30% of enrollment present.
2. A local leader in each 4-H club.
3. Enlargement of the 4-H Tractor Maintenance and operators project.
4. Sheep Shearing school for interested boys.
5. Enlarged Dairy heifer club.
6. Continuance of the Sears Roebuck Pig Club.
7. A Fat Stock Show in the Spring.
8. A Fat Lamb Show in May for 4-H sheep project boys.
9. Participation in Rural Electrification projects.
10. Keeping farm boys on the farm.

Committees on 4-H Work

Honor Club Committee

Larry Arehart
Nelson Grove
Ann Masincupp
Ann Henkel
Shirley Quick

All Star Committee

Patricia Botkin
Harold Fauver
W. A. Quick, Jr.
Anna Lee Wills
James Harris

Over-All 4-H Committee

Mrs. W. A. Quick, Sr.
Mrs. J. C. Wine
Rev. W. R. Garber
Robert Pravel
John Lee Taylor
Claude Shiflet

| <u>December</u> | <u>January</u> | <u>February</u> | <u>March</u> |
|---|--|---|--|
| Meeting of Agricultural Planning Board. Annual Reports. DHIA Conference. Honor Club Meeting. Special Newspaper Section. 7 Radio broadcasts. | Meetings Commodity Committee. to plan 1954 program. Meeting to plan Spring Livestock Show. Annual meeting Sheep Breeders. Soil Conservation Districts Annual Convention. 6 Radio broadcasts. | Artificial Breeding Ass'n meeting. DHIA annual meeting. All Star meeting. 4-H Leader Training Conference. Annual Poultry meeting. Artificial Breeders Annual meeting. Suffolk Bred Ewe Sale. County Angus Breeders Meeting. 8 Radio broadcasts. | Alfalfa Club meeting. National 4-H club week. Livestock Judging School. Honor Club meeting. Angus Bull Sale. Hereford Bull Sale 4-H Livestock Judging School. 7 Radio broadcasts. |
| <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> |
| District 4-H Livestock Judging. Fat Stock Show. Ayshire Dairy Sale. Pasture Tour. Shorthorn Sale. 6 Radio broadcasts. | Early Pasture Tour. Weed Control Demonstration. Aberdeen Angus Sale. Sheep Shearing School. Fat Lamb Show and Sale. Rural Life Sunday. 8 Radio broadcasts. | Tour of Experiment Station. All Star Conference. 4-H Short Course. Summer Poultry Meeting. Eastern Stud Ram Sale. 6 Radio broadcasts. | Summer Dairy meeting. 4-H Club Camp. Institute of Rural Affairs. Staunton Ram Sale. |
| <u>August</u> | <u>September</u> | <u>October</u> | <u>November</u> |
| Pasture Fertilizer Demonstration. Extension Conference. Ayshire Dairy Sale. Swine Tour at Pavilion Tour of Experiment Station. 6 Radio Broadcasts. | Fruit picking school. Industrial Show. 4-H Tractor Contest. Staunton Harvest Festival. 8 Radio broadcasts. | Corn and Seed Show. Feeder Calf Sale. Hereford Calf Sale. Atlantic Rural Exposition. Waynesboro Harvest Festival. 8 Radio broadcasts. | 4-H Achievement Day. 4-H Officers Training School. Angus Calf Sale. Bred Ewe Sale. 7 Radio broadcasts. |
| | | | |

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County FUGUETA State VIRGINIA

REPORT OF

| Name of Agent | Title | Period of Service | |
|-------------------------------|---------------------------------------|----------------------|----------------------|
| | | From | To |
| <u>Mrs. ESTHER HARDE</u> | <u>Home Demonstration Agent</u> | <u>Dec. 1, 1953</u> | <u>Nov. 30, 1954</u> |
| <u>Mrs. Dorothy Stansbery</u> | <u>Asst. Home Demonstration Agent</u> | <u>Dec. 1, 1953</u> | <u>Nov. 30, 1954</u> |
| <u>E. B. MORSE</u> | <u>County Agent</u> | <u>Dec. 1, 1953</u> | <u>Nov. 30, 1954</u> |
| <u>R. L. COFFEY</u> | <u>Assoc. County Agent</u> | <u>Dec. 1, 1953</u> | <u>Nov. 30, 1954</u> |
| <u>W. S. SWICKER</u> | <u>Asst. County Agent</u> | <u>JAN. 16, 1954</u> | <u>Nov. 30, 1954</u> |
| | | | |
| | | | |



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

Approved: _____

Date _____

State Extension Director

Form ES-21
(Revised June, 1954)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

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

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

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

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

7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.
8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected by extension or the group they represent to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

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

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.
- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

EXTENSION TEACHING AND OTHER ACTIVITIES

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

| Item | Agents doing pri- marily home demonstration work | Agents doing pri- marily 4-H Club work | Agents doing pri- marily agricul- tural work | County total |
|--|---|--|--|--------------|
| | A | B | C | D |
| 1. Farm or home visits.....Number | 621 | 328 | 1199 | 2648 |
| 2. Office calls.....do | 566 | 765 | 4552 | 5843 |
| 3. Telephone calls.....do | 1713 | 760 | 3724 | 11197 |
| 4. News articles or stories prepared Number | 210 | 56 | 139 | 405 |
| 5. Broadcasts made or prepared: | | | | |
| a. Radio.....Number | 131 | 23 | 91 | 250 |
| b. Television.....do | | | | |
| 6. Bulletins distributed.....do | 4041 | 730 | 3247 | 8018 |
| 7. Adult result demonstrations con- ducted.....Number | 64 | | 71 | 135 |
| 8. Training meetings held for local leaders: | | | | |
| a. Adult work: | | | | |
| (1).....Number | 14 | 3 | | 22 |
| (2).....Attendance | 567 | 62 | | 629 |
| b. YMW work: | | | | |
| (1).....Number | | | | |
| (2).....Attendance | | | | |
| c. 4-H Club work: | | | | |
| (1).....Number | 4 | 32 | | 36 |
| (2).....Attendance | 181 | 695 | | 876 |
| 9. All other meetings agent held or participated in: | | | | |
| a. Adult work: | | | | |
| (1).....Number | 198 | 23 | 97 | 318 |
| (2).....Attendance | 3079 | 995 | 4031 | 13405 |
| b. YMW work: | | | | |
| (1).....Number | 28 | 1 | 11 | 40 |
| (2).....Attendance | 320 | 25 | 211 | 556 |
| c. 4-H Club work: | | | | |
| (1).....Number | 253 | 189 | 19 | 461 |
| (2).....Attendance | 5437 | 3375 | 642 | 9454 |
| 10. Meetings held or conducted by local leaders: | | | | |
| a. Adult work: | | | | |
| (1).....Number | 229 | | | 229 |
| (2).....Attendance | 4642 | | | 4642 |
| b. YMW work: | | | | |
| (1).....Number | 45 | | | 45 |
| (2).....Attendance | 430 | | | 430 |
| c. 4-H Club work: | | | | |
| (1).....Number | 52 | 17 | | 69 |
| (2).....Attendance | 898 | 382 | | 1180 |

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

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

EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

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

County Board of Agriculture

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 | | Meetings of such councils or committees held during the year | |
|-----------------------------|------------------------|--------|--|------------|
| | A | B | C | D |
| | Number | Number | Number | Attendance |
| a. Over-all or general..... | 1 | 14 | 2 | 18 |
| b. Agricultural..... | 6 | 24 | 11 | 41 |
| c. Home demonstration..... | 1 | 45 | 2 | 95 |
| d. Young men and women..... | 2 | 9 | 4 | 16 |
| e. 4-H Club..... | 2 | 102 | 4 | 168 |

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

| Item | A | B |
|-------------------------------------|--------|------------|
| | Number | Attendance |
| a. Community or local meetings..... | 35 | 627 |
| b. County meetings..... | 3 | 99 |

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

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

| Item | Men | | Women | | Older club | |
|---|------------------|-----|-------|---|------------|-------|
| | A | B | C | D | Boys | Girls |
| | | | | | | |
| a. In adult agricultural work..... | 72 88 | | | | XXXX | XXXX |
| b. In adult home demonstration work..... | | 551 | | | XXXX | XXXX |
| c. In young men and women's work..... | 3 | 28 | | | XXXX | XXXX |
| d. In 4-H Club work..... | 10 | 40 | 8 | | | |
| e. Total number of DIFFERENT leaders..... | 62 | 619 | 8 | | | |

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 31

17. Number of members in such clubs or groups..... 1065

PROGRAM EMPHASIS—*Interpretation*

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

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

- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.

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

PROGRAM EMPHASIS

| Item | Agents doing primarily home demonstration work | Agents doing primarily 4-H Club work | Agents doing primarily agri- cultural work | County total |
|---|---|--|--|--------------|
| | A | B | C | D |
| 18. Calendar months of employment | 24 | 12 | 23 | 59 |
| 19. Total days worked | 553 | 285 | 531 | 1369 |
| 20. Days devoted to-- | | | | |
| a. Adult work | 300 | 40 | 478 | 818 |
| b. YMW work | 21 | 10 | 11 | 42 |
| c. 4-H Club work | 232 | 235 | 42 | 509 |
| 21. Days devoted to-- | | | | |
| a. Extension organization and program planning | 71 | 18 | 49 | 138 |
| b. In-service training of agents | 31 | 8 | 30 | 69 |
| c. Crops | | 39 | 85 | 124 |
| d. Livestock | | 140 | 175 | 315 |
| e. Marketing; distribution; and service organizations | 19 | 11 | 47 | 77 |
| f. Soil and water conservation and management | 3 | 26 | 35 | 64 |
| g. Forestry | | 7 | 3 | 10 |
| h. Wildlife | | 5 | | 5 |
| i. Planning and management of the farm business | | 12 | 46 | 58 |
| j. Farm buildings and farm me- chanical equipment | | 5 | 18 | 23 |
| k. House and surroundings, furnis- hings and equipment | 54 | | 13 | 67 |
| l. Home management | 25 | | | 25 |
| m. Family economics | 15 | | 1 | 16 |
| n. Clothing | 132 | | | 132 |
| o. Foods and nutrition | 114 | | | 114 |
| p. Health | 16 | 2 | 3 | 21 |
| q. Family life, child development, and parent education | 22 | 2 | 4 | 28 |
| r. Safety | 7 | 1 | | 8 |
| s. Community development and public affairs | 11 | 1 | 9 | 21 |
| t. Days that cannot be charged specifically to one of items a through s. | 33 | 8 | 13 | 54 |

CROPS—Production and Marketing—Interpretation

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

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

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

- (4) All other available evidence indicating the proportion of potential clientele in the county; for example, number of cotton growers who made use of extension information relating to that specific crop. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
- Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.
25. Include the total number of DIFFERENT persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25a through 25f.
- b. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42i.
 - f. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes, and harvesting of potatoes, fruits, and vegetables.
26. Include the total number of DIFFERENT producers helped with any FARM MARKETING problems relating to a specific crop or group of crops. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26a, b, or c.
- a. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - b. The use of market reports, supply and demand reports, outlook, etc.
 - c. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

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

| Item | Grain crops including rice, dry peas and beans | Hay and other forage, pas- ture, range | Cotton and other fiber crops | Tobacco | Oil and sugar crops | Fruits and nuts | Vegetables, including potatoes | Flowers, ornamental shrubs |
|---|---|--|------------------------------------|---------|---------------------------|-----------------------|--------------------------------------|----------------------------------|
| | A | B | C | D | E | F | G | H |
| 22. Number of voluntary local lead- ers assisting..... | 4 | 10 | - | - | - | 4 | 4 | 2 |
| 23. Total number of personal con- tacts made individually or through m-meetings..... | 1080 | 2460 | - | - | - | 64 | 1600 | 1010 |
| 24. Estimated total number of DIF- FERENT farmers and other individuals assisted directly or indirectly TO ADOPT recom- mended practices..... | 890 | 1710 | - | - | - | 36 | 1240 | 520 |
| 25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production..... | 790 | 1640 | - | - | - | 36 | 1160 | 410 |
| Of this number how many were assisted with— | | | | | | | | |
| a. Use of improved varieties and strains..... | 200 | 410 | - | - | - | 6 | 310 | 60 |
| b. Use of fertilizers..... | 210 | 640 | - | - | - | 10 | 280 | 110 |
| c. Control of injurious insects..... | 110 | 200 | - | - | - | 10 | 260 | 90 |
| d. Control of diseases..... | 80 | 60 | - | - | - | 4 | 110 | 80 |
| e. Harvesting, storing, and curing..... | 100 | 210 | - | - | - | 4 | 60 | 10 |
| f. Efficient work methods..... | 40 | 90 | - | - | - | 2 | 40 | 20 |
| 26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing..... | 660 | 1280 | - | - | - | 31 | 220 | 40 |
| Of this number how many were assisted with— | | | | | | | | |
| a. Preparation for market..... | 210 | 610 | - | - | - | 30 | 80 | 2 |
| b. Commodity outlook and market information..... | 400 | 390 | - | - | - | 32 | 10 | - |
| c. Arranging to sell and selling..... | 220 | 160 | - | - | - | 10 | 30 | 4 |

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 for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele in the county: Number
- of farms and other places that made use of extension information relating to specific kinds of livestock and livestock products. Such evidence may be from public 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.
- Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.
30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
 - e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.
31. Includes total number of DIFFERENT producers assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
 - b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
 - c. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK--Production and 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..... | 8 | 12 | 10 | 8 | 4 | 2 |
| 28. Total number of personal contacts made individually or through meetings..... | 940 | 810 | 1880 | 1260 | 840 | 180 |
| 29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices..... | 730 | 760 | 1460 | 1110 | 770 | 120 |
| 30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management..... | 670 | 660 | 1240 | 1060 | 700 | 90 |
| Of this number how many were assisted with-- | | | | | | |
| a. Selection and breeding..... | 180 | 120 | 300 | 210 | 110 | 20 |
| b. Feeding..... | 180 | 240 | 580 | 490 | 310 | 50 |
| c. Controlling external parasites..... | 80 | 60 | 190 | 140 | 20 | 5 |
| d. Controlling diseases and internal parasites..... | 130 | 180 | 90 | 200 | 240 | 10 |
| e. Efficient work methods..... | 50 | 60 | 60 | 20 | 20 | 5 |
| 31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing..... | 400 | 540 | 1110 | 980 | 690 | 80 |
| Of this number how many were assisted with-- | | | | | | |
| a. Preparation for market..... | 100 | 210 | 500 | 390 | 220 | 40 |
| b. Commodity outlook and market information..... | 210 | 210 | 380 | 370 | 310 | 20 |
| c. Arranging to sell and selling..... | 50 | 40 | 210 | 180 | 30 | 10 |

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 through problems of physical operations and running the business, including accounting.
 - F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
- 32. Item should include—**
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
- 33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.**
- 34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.**
- 36. Item should include cooperatives and other private enterprises with which you worked.**
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and pro-

- cessors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginner in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool ponds, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.

- 37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.**
- 38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).**

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

| Kind of cooperative | Cooperatives assisted | Members in county ⊕ | Cooperatives in column A given educational assistance with— | | | |
|----------------------------------|-----------------------|------------------------|---|--------------------|----------------------|--|
| | | | Organizational problems | Financial problems | Operational problems | Public-relations and membership problems |
| | | | A | B | C | D |
| | Number | Number | Number | Number | Number | Number |
| a. Marketing and purchasing..... | 2 | 3510 | - | - | 1 | 2 |
| b. Farm and home service..... | 2 | 2800 | - | - | 1 | 2 |

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 |
| | Number | Number |
| a. Marketing and purchasing..... | 5 | 483 |
| b. Farm and home service..... | 2 | 140 |

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

| | Number |
|--|--------|
| a. Marketing..... | 2 |
| b. Service facilities..... | 1 |
| 35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets: | |
| a. Agricultural products..... | 64 |
| b. Home products (arts, crafts, etc.)..... | 20 |
| 36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems: | |
| a. Grain, seed, dry beans and peas, etc..... | 110 |
| b. Hay and other forage crops..... | 160 |
| c. Cotton: (1) Cotton ginner..... | |
| (2) Other..... | |
| d. Tobacco..... | |
| e. Oil crops (soybeans, flax, peanuts, etc.)..... | |
| f. Sugar crops..... | 30 |
| g. Dairy and dairy products..... | 84 |
| h. Poultry and poultry products..... | 153 |
| i. Meat animals and meat products..... | 40 |
| j. Fruits and nuts..... | 20 |
| k. Vegetables including potatoes..... | 14 |
| 37. Food retailers assisted with merchandising problems..... | 2700 |
| 38. Persons assisted with CONSUMER information on agricultural products..... estimated total..... | 2700 |

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

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

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

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

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

42. Item—

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

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-

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

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

| Item | Soil and water conservation and management | Forestry | Wildlife |
|---|--|----------|---------------------|
| | A | B | C |
| 39. Number of voluntary local leaders assisting..... | 9 | 1 | 1 |
| 40. Total number of personal contacts made individually or through meetings..... | 772 | 160 | 40 |
| 41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices..... | 390 | 130 | 25 |
| 42. Farmers and other individuals reported in item 41-A assisted with— | | | Estimated number |
| a. Proper land use..... | | | 150 |
| b. Contour and strip cropping..... | | | 10 |
| c. Terraing..... | | | - |
| d. Grassing waterways..... | | | 20 |
| e. Water supply, storage, and distribution..... | | | 40 |
| f. Drainage..... | | | 10 |
| g. Irrigation..... | | | 10 |
| h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.)..... | | | 40 |
| i. Use of fertilizers (commercial and barnyard) (See subitem 25h)..... | | | 40 |
| j. Production of soil-improvement crops..... | | | 10 |
| k. Crop rotations..... | | | 40 |
| l. Land clearing..... | | | 10 |
| 43. Farmers and other individuals reported in item 41-B assisted with— | | | |
| a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.)..... | | | 20 |
| b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees)..... | | | 30 |
| c. Timber harvesting (includes selective and other recommended cutting for forest products)..... | | | 30 |
| d. Estimating and appraising..... | | | 10 |
| e. Production of maple-sirup products or naval stores..... | | | - |
| f. Treating wood products with preservatives (fence posts and building timbers)..... | | | 15 |
| g. Marketing of forest products (includes markets and timber-selling practices)..... | | | 10 |
| h. Fire prevention..... | | | 10 |
| 44. Farmers and other individuals reported in item 41-C assisted with— | | | |
| a. Construction or management of ponds for fish..... | | | 10 |
| b. Making food and cover plantings for wildlife..... | | | 5 |
| c. Protection of wildlife areas from fire or livestock..... | | | 5 |

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. Subitem 48e refers to long-time adjustments, 48d should include adjustments made from year to year.
 - e. Special work in helping farmers to develop new sources of income.
 - f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - g. Help given persons in locating and/or appraising a farm for rental or purchase.
 - h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - i. Leases, partnerships, property transfers, and farm and liability insurance. (See subitem 66d.)
 - j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

| | |
|--|-----|
| 45. Number of voluntary local leaders assisting | 12 |
| 46. Total number of personal contacts made individually or through meetings | 700 |
| 47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices | 680 |
| 48. Estimated number of farmers and other individuals reported in item 47 assisted with— | |
| a. Information on the agricultural outlook | 340 |
| b. Keeping and analyzing farm records | 40 |
| c. Developing an over-all farm plan | 20 |
| d. Making needed adjustments in farm organization | 20 |
| e. Developing supplemental sources of income | 20 |
| f. Obtaining and using credit | 40 |
| g. Selecting a farm for rental or purchase | 40 |
| h. Obtaining, training, and using farm labor | 20 |
| i. Legal aspects of the farm business | 15 |
| j. Income-tax accounting and related problems | 35 |
| 49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers | 120 |
| 50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers | 3 |

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
54. The farmhouse should NOT be included. It should be reported under item 60.
- 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 | 2 | 8 |
| 52. Total number of personal contacts made individually or through meetings | 380 | 410 |
| 53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices | 210 | 160 |
| 54. Farmers and other individuals reported in item 53-A, assisted with— | | Estimated number |
| a. Arrangement of farm-building lay-out | | 10 |
| b. Construction of farm buildings | | 30 |
| c. Remodeling or repairing farm buildings | | 100 |
| d. Selection or construction of farm-building equipment | | 40 |
| 55. Farmers and other individuals reported in item 53-B, assisted with— | | 30 |
| a. Selection of farm mechanical equipment | | 10 |
| b. Developing labor-saving devices and equipment | | 100 |
| c. Use, care, and repair of farm mechanical equipment | | 30 |
| 56. Farmers and other individuals assisted in the use of electricity for income-producing purposes | | 30 |

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

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

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

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

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

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications.

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

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

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

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

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

60. Item—

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

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

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under subitem 67d.
- c. 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 | Furnishings and equipment |
|---|----------------------------|---------------------------|
| | A | B |
| 57. Number of voluntary local leaders assisting | 35 | 65 |
| 58. Total number of personal contacts made individually or through meetings | 818 | 1500 |
| 59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices | 660 | 1300 |

| 60. Families, homemakers, and other individuals reported in item 59-A assisted with-- | Estimated number |
|---|------------------|
| a. Building a new house | 73 |
| b. Remodeling or repairing the house | 87 |
| c. Improving kitchen or laundry | 209 |
| d. Improving storage space | 442 |
| e. Selection, installation, use, and care of water and/or sewage systems | 76 |
| f. Selection, installation, use, and care of heating and/or cooling systems | 35 |
| g. Planning electrical systems | 15 |
| h. Landscaping home grounds | 230 |
| 61. Homemakers and other individuals reported in item 59-B assisted with-- | |
| a. Selection, use, and care of home equipment (other than sewing equipment) | 57 |
| b. Selection, use, and construction of home furnishings | 165 |
| c. Repair, reconditioning, and care of home furnishings | 270 |
| d. Furniture arrangement and use of accessories | 75 |
| e. Color schemes and wall finishes | 401 |
| f. Floor finishes | 20 |

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—
- In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
 - On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in subitem 67b.)
66. Includes work done—
- 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).
 - On wills, inheritance, insurance, notes and installment-buying contracts. Subitem 48i covers legal affairs pertaining to the farm business.
67. Includes work done—
- In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
 - 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.
 - On both new and remodeled clothing.
 - On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

| Item | Home management A | Family economics B | Clothing C |
|--|----------------------|-----------------------|-------------------------|
| 62. Number of voluntary local leaders assisting..... | 77 | 10 | 81 |
| 63. Total number of personal contacts made individually or through meetings..... | 1045 | 302 | 3337 |
| 64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices..... | 975 | 595 | 1542 |
| 65. Homemakers and other individuals reported in item 64-A assisted— | | | <i>Estimated number</i> |
| a. In arriving at management decisions..... | | | 30 |
| b. In improving housekeeping methods..... | | | 887 |
| c. With family laundering..... | | | 185 |
| 66. Homemakers and other individuals reported in item 64-B assisted— | | | |
| a. In the use of rural family outlook information..... | | | 475 |
| b. With family financial planning..... | | | 4 |
| c. With keeping and analyzing home records..... | | | |
| d. With family legal matters..... | | | 350 |
| 67. Homemakers and other individuals reported in item 64-C assisted— | | | |
| a. In selecting and buying clothing..... | | | 1182 |
| b. With care and mending of clothing..... | | | 257 |
| c. With clothing construction..... | | | 160 |
| d. In selection, use, and care of sewing and pressing equipment and with sewing centers..... | | | 160 |
| e. With good grooming and posture (personal appearance)..... | | | 250 |

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 *l-c-d* preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.
- d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.
- e. Child feeding, maternal diet, food for the aged,

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

72. Assistance includes—

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

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

| Item | Foods and nutrition | Health | Family life | Safety |
|--|---------------------|--------|-------------|-------------------------|
| | A | B | C | D |
| 68. Number of voluntary local leaders assisting..... | 102 | 35 | 29 | 7 |
| 69. Total number of personal contacts made individually or through meetings..... | 2638 | 824 | 908 | 1148 |
| 70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices..... | 1968 | 926 | 810 | 628 |
| 71. Families reported in item 70-A assisted— | | | | <i>Estimated number</i> |
| a. With planning and/or producing the home food supply..... | | | | 1912 |
| b. In selecting food..... | | | | 840 |
| c. With meal planning and food preparation..... | | | | 1296 |
| d. With preservation and storage of food..... | | | | 742 |
| e. In improving diets..... | | | | 768 |
| 72. Families reported in 70-B assisted in— | | | | |
| a. Sanitation practices and facilities..... | | | | 147 |
| b. First aid and home nursing..... | | | | 56 |
| c. Dental-health education..... | | | | 55 |
| d. Health education leading to physical examination by a physician..... | | | | 380 |
| 73. Families reported in item 70-C assisted with— | | | | |
| a. Child development and guidance..... | | | | 666 |
| b. Providing recommended play, clothing, and equipment suited to age of children..... | | | | 25 |
| c. Understanding roles of family members and strengthening family relationships..... | | | | 666 |
| d. Individual adjustments and personality development..... | | | | 675 |
| e. Home and family recreation..... | | | | 666 |
| 74. Families reported in item 70-D assisted with— | | | | |
| a. Fire prevention around the farm and home..... | | | | 415 |
| b. Accident prevention around the farm and home..... | | | | 480 |
| c. Accident prevention away from home place..... | | | | 350 |

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

- C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.
- D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.
75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.
76. Includes improvement clubs, councils, committees for special purposes.
77. Item includes—
j. Music, drama, and art.
78. Item includes—
a. Such regional or area development programs or projects as river basin; watershed; soil conservation district; land use; land reclamation; flood control; and industrial development.
79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.
80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.
81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and special drives.

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

| Item | Different educational projects, programs, or activities | Communities or groups assisted | Voluntary local leaders assisting | Persons participating |
|---|---|--------------------------------|-----------------------------------|-----------------------|
| | A | B | C | D |
| | <i>Number</i> | <i>Number</i> | <i>Number</i> | <i>Number</i> |
| 75. Citizenship activities..... | 8 | 61 | 242 | 1820 |
| 76. Developing and improving county or community organization..... | 22 | 59 | 145 | 290 |
| 77. Local projects of a general public nature: | | | | |
| a. General community problems; studies, surveys, etc..... | 2 | 36 | 8 | 261 |
| b. Improving health facilities, services, and programs..... | 1 | 4 | 6 | 82 |
| c. Improving schools..... | | | | |
| d. Improving churches..... | | | | |
| e. Bettering town-country relations..... | 4 | 6 | 14 | 1302 |
| f. Libraries..... | 1 | 29 | 29 | 599 |
| g. Roads..... | | | | |
| h. Telephones..... | | | | |
| i. Community centers..... | | | | |
| j. Recreation programs and facilities..... | 1 | 3 | 4 | 80 |
| k. Community beautification..... | 2 | 4 | 4 | 60 |
| 78. Regional or area development programs or projects..... | | | | |
| 79. National programs and proposals affecting agriculture and rural life..... | 1 | 2 | 2 | 40 |
| 80. World affairs..... | 1 | 1 | 1 | 6 |
| 81. Emergency activities..... | | | | |

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

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

SUMMARY OF 4-H CLUB PROJECTS

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

| Item | Members enrolled | Members completing | Units involved in completed projects | |
|---|------------------|--------------------|--------------------------------------|-----------------|
| | A | B | C | |
| 82. Corn..... | Number 23 | Number 3 | Number 5 | acres |
| 83. Other cereals..... | 6 | 6 | 47 | do. |
| 84. Peanuts..... | | | | do. |
| 85. Soybeans, field peas, alfalfa, and other legumes..... | | | | do. |
| 86. Potatoes, Irish and sweet..... | 3 | 3 | 1 | do. |
| 87. Cotton..... | | | | do. |
| 88. Tobacco..... | | | | do. |
| 89. Vegetable growing..... | 54 | 43 | 11 | do. |
| 90. Fruits..... | 1 | 1 | 1 | do. |
| 91. Range and pasture..... | | | | do. |
| 92. Other crops..... | | | | do. |
| 93. Soil and water conservation and management..... | | | | do. |
| 94. Forestry..... | 8 | 8 | 10 | do. |
| 95. Wildlife and nature study..... | 8 | 8 | XXXXXXXXXXXXXX | |
| 96. Poultry (including turkeys)..... | 4757 | 57 | 8015 | birds |
| 97. Dairy cattle..... | 5089 | 44 | 34 | animals |
| 98. Beef cattle..... | 4557 | 57 | 76 | do. |
| 99. Sheep..... | 55 | 39 | 90 | do. |
| 100. Swine..... | 8391 | 67 | 234 | do. |
| 101. Rabbits..... | 6 | 4 | 27 | do. |
| 102. Other livestock..... | | | | do. |
| 103. Bees..... | | | | colonies |
| 104. Entomology..... | | | XXXXXXXXXXXXXX | |
| 105. Tractor maintenance..... | 26 | 26 | 24 | tractors |
| 106. Electricity..... | 80 | 8866 | 130 | articles |
| 107. Farm shop..... | | | | do. |
| 108. Other engineering projects..... | | | XXXXXXXXXXXXXX | |
| 109. Farm management..... | | | XXXXXXXXXXXXXX | |
| 110. Beautification of home grounds..... | 4 | 4 | XXXXXXXXXXXXXX | |
| 111. Meal planning and preparation (include baking and food selection)..... | 197 | 174 | 8021 | dishes prepared |
| 112. Canning and preserving (other than freezing)..... | 93 | 81 | 777 | meals served |
| 113. Freezing of foods..... | 10 | 10 | 7969 | quarts |
| 114. Health, nursing, and first aid..... | | | 62 | quarts frozen |
| 115. Child care..... | | | 1244 | pounds frozen |
| 116. Clothing..... | 631 | 523 | 1913 | articles |
| 117. Home management..... | 128 | 102 | 789 | garments |
| 118. Home furnishings and room improvement..... | 60 | 51 | 66 | articles |
| 119. Home industries, arts, and crafts..... | | | 27 | rooms |
| 120. Junior leadership..... | 22 | 22 | XXXXXXXXXXXXXX | articles |
| 121. All other..... | | | XXXXXXXXXXXXXX | |
| 122. Total..... | 1654 | 1406 | XXXXXXXXXXXXXX | |

4-H CLUB MEMBERSHIP—*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
124. 4-H Club members—
- Enrolled are those boys and girls who actually start the work outlined for the year.
 - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureau of the Census definition of a farm as used in the 1950 Census is:
 - In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.
 - Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
 - Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is to be used as basis for reporting.
128. Report only club members who received DEFINITE training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.
130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.

MISCELLANEOUS—*Interpretation* TRANSMITS

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

MISCELLANEOUS

| Item | Estimated number |
|---|------------------|
| 136. FARMERS and other individuals assisted with control of general feeder insects..... | 410 |
| 137. FAMILIES assisted with control of household insects..... | 750 |
| 138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain..... | 2 |
| 139. FARMERS and other individuals assisted with control of noxious weeds..... | 700 |
| 140. FARMERS and other individuals assisted with control of rodents and other predatory animals..... | 510 |
| 141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products..... | 42 |
| 142. FAMILIES assisted with practices incident to production of arts and crafts..... | 500 |

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

| Item | Farm A | Rural nonfarm B | Urban C |
|--|-------------------------|-------------------------|-------------------------|
| | <i>Estimated number</i> | <i>Estimated number</i> | <i>Estimated number</i> |
| 143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year..... | 1810 | 460 | 410 |
| 144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year..... | 1785 | 1555 | 1295 |
| 145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication)..... | 2260 | 1465 | 1190 |

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

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

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

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

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

165. Line is left blank for State use.

168. Line is left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

| The 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 | |
| FEDERAL AGENCIES | | | | |
| 146. Item discontinued. | | | | |
| 147. Bureau of Land Management, Bureau of Reclamation..... | | | | |
| 148. Farm Credit Administration..... | | 1 | 2 | 2 |
| 149. Farmers Home Administration..... | | 1 | 4 | 2 |
| 150. Fish and Wildlife Service..... | | | | 1 |
| 151. Forest Service..... | | 1 | 3 | 2 |
| 152. Bureau of Indian Affairs..... | | | | |
| 153. Agricultural Stabilization and Conservation Program Committee..... | | 2 | 8 | 10 |
| 154. Rural Electrification Administration..... | | | 1 | |
| 155. Selective Service System..... | | | 1 | |
| 156. Soil Conservation Service..... | | 2 | 10 | 14 |
| 157. Valley authority (TVA, etc.)..... | | | | |
| 158. Other (specify)..... | | | | |
| STATE AGENCIES | | | | |
| 159. Health department..... | 2 | | 1 | 2 |
| 160. Highway department..... | | | | |
| 161. State departments of agriculture and forestry..... | | 1 | 3 | 2 |
| 162. State department of education: General schools..... | | | 2 | 2 |
| 163. State employment service..... | | | 1 | 1 |
| 164. Welfare department..... | | | | |
| 165. Other (specify)..... | | | | |
| COUNTY AGENCIES | | | | |
| 166. Soil conservation districts..... | | | 6 | 12 |
| 167. Vocational-agriculture and home economics departments..... | | 2 | 4 | 4 |
| 168. Other (specify)..... | 3 | | | |

PREPARING YOUR ANNUAL REPORT

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

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

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

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

General Directions

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

The Narrative Report

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

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

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

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

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

The Statistical Report

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

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