

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Prince Edward State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Youtha B. Bell</u>	<u>Local Home Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1953</u>
<u>J. G. Lancaster</u>	<u>Local Farm Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1953</u>



READ SUGGESTIONS ON PAGE 32

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

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

Form ES-21  
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

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

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

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

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.
 

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

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

## EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	467		438	805
2. Office calls..... do	342		835	1,177
3. Telephone calls..... do	193		385	578
4. News articles or stories prepared Number			11	11
5. Broadcasts made or prepared:				
a. Radio..... do				
b. Television..... do				
6. Bulletins distributed..... do	420		989	1,409
7. Adult result demonstrations conducted..... Number	33		24	57
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	8		7	15
(2)..... Attendance	116		170	286
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	4		5	9
(2)..... Attendance	80		57	137
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	128		90	190
(2)..... Attendance	1,116		2,330	3,150
b. YMW work:				
(1)..... Number	6		6	6
(2)..... Attendance	195		195	195
c. 4-H Club work:				
(1)..... Number	61		55	70
(2)..... Attendance	4,037		708	1,250
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	18		6	24
(2)..... Attendance	134		419	553
b. YMW work:				
(1)..... Number	3		4	7
(2)..... Attendance	64		78	142
c. 4-H Club work:				
(1)..... Number	47		52	60
(2)..... Attendance	939		1,032	1,375

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be 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.
15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.

11	11		
1044	111	024	
12	12	22	
10	1	1	
022	100	111	
1	2	4	
121	12	02	
011	01	121	
0211	0222	1111	
1	1	1	
12	12	12	
01	02	10	
0221	101	1001	
12	1	11	
022	111	121	
1	4	2	
121	11	12	
01	12	11	
0221	101	101	

## 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.....

*Prince Edward Co. Board of Supervisors*

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

from "a".....

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

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general.....	1	38	3	58
b. Agricultural.....	3	50	12	192
c. Home demonstration.....	1	35	3	30
d. Young men and women.....				
e. 4-H Club.....	3	105	3	130

## 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.....	11	94
b. County meetings.....	5	60

14. Number of fact-finding surveys for program-planning purposes made during the year..... 3

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

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	111		XXXX	XXXX
b. In adult home demonstration work.....		105	XXXX	XXXX
c. In young men and women's work.....		2	XXXX	XXXX
d. In 4-H Club work.....	52	53	13	15
e. Total number of DIFFERENT leaders.....	105	98	15	13

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 12

17. Number of members in such clubs or groups..... 135



## PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12		12	24
19. Total days worked.....	286		287	573
20. Days devoted to—				
a. Adult work.....	159		190	349
b. YMW work.....	18		13	31
c. 4-H Club work.....	109		84	193
21. Days devoted to—				
a. Extension organization and program planning.....	53		45	98
b. In-service training of agents.....	15		8	23
c. Crops.....			65	65
d. Livestock.....			43	43
e. Marketing; distribution; and service organizations.....			15	15
f. Soil and water conservation and management.....			24	24
g. Forestry.....			4	4
h. Wildlife.....			2	2
i. Planning and management of the farm business.....			32	32
j. Farm buildings and farm me- chanical equipment.....			9	9
k. House and surroundings, furnish- ings and equipment.....	39		2	41
l. Home management.....	21			21
m. Family economies.....	12			12
n. Clothing.....	63			63
o. Foods and nutrition.....	28		13	41
p. Health.....	19		7	26
q. Family life, child development, parent education.....	11			11
r. Safety.....	8		4	12
s. Community development and public affairs.....	17		14	31
t. Days that cannot be charged specifically to one of items a through s.....				

## CROPS—Production and Marketing—Interpretation

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

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

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

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

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting .....	18	18		12		8	24	
23. Total number of persons contacted individually or through meetings .....	325	500		475		200	185	
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices .....	75	100	•	225		20	75	
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production .....	40	100		150		15	90	
Specific production and management practices incident to—								
b. Use of improved varieties and strains .....	25	75		20			75	
c. Use of fertilizers .....	18	80		100			48	
d. Control of injurious insects .....				50			25	
e. Control of diseases .....		6		100		10	50	
f. Harvesting, storing, and curing .....	10			46		6	8	
g. Efficient work methods .....	15	40		70			40	
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing .....	38			75			25	
Specific marketing practices incident to—								
b. Preparation for market .....	20			60			10	
c. Commodity outlook and market information .....	12			10			12	
d. Arranging to sell and selling .....	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, and fur animals should be reported.
27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
  - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
  - (3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
  - (4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

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

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

30. Item refers to—

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

31. Item should include—

- a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- c. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- d. Persons assisted primarily with those activities involved in arrangements 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

When 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	6	20	1		15	
28. Total number of persons contacted individually or through meetings	200	340	20		275	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	25	30	3		50	
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management	20	30	3		40	
Specific production and management practices incident to—						
b. Selection and breeding	2	10	3		10	
c. Feeding	18	30	3		30	
d. Controlling external parasites	4				6	
e. Controlling diseases and internal parasites	4				25	
f. Efficient work methods	10	30	3		10	
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing	17	10	3		20	
Specific marketing practices incident to—						
b. Preparation for market	8	8	3		18	
c. Commodity outlook and market information		3			12	
d. Arranging to sell and selling		3	2		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 with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- h. 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.
35. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.  
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

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

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

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

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

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

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

a. Marketing	
b. Service facilities	
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products	
b. Home products (arts, crafts, etc.)	
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.	8
b. Hay and other forage crops	2
c. Cotton: (1) Cotton ginner	
(2) Other	6
d. Tobacco	
e. Oil crops (soybeans, flax, peanuts, etc.)	
f. Sugar crops	
g. Woolly and dairy products	3
h. Poultry and poultry products	2
i. Meat animals and meat products	2
j. Fruits and nuts	2
k. Vegetables including potatoes	2
37. Food retailers assisted with merchandising problems	
38. Persons assisted with CONSUMER information on agricultural products.....estimated total	50

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

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

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

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

42. Item—

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

**f.** Refers to problems relating to the removal of excess water; installation of tile, drainage-ways, and ditches. Persons given assistance

in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

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

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	24	18	6
40. Total number of personal contacts made individually or through meetings.....	450	350	100
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	100	40	25

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	75
b. Contour and strip cropping.....	10
c. Terracing.....	
d. Grassing waterways.....	15
e. Water supply, storage, and distribution.....	1
f. Drainage.....	1
g. Irrigation.....	
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	
i. Use of fertilizers (commercial and barnyard).....	100
j. Production of soil-improvement crops.....	
k. Crop rotations.....	75
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.).....	6
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	18
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	12
d. Estimating and appraising.....	6
e. Production of maple-sirup products or naval stores.....	
f. Treating wood products with preservatives (fence posts and building timbers).....	30
g. Marketing of forest products (includes markets and timber-selling practices).....	
h. Fire prevention.....	20
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	2
b. Making food and cover plantings for wildlife.....	10
c. Protection of wildlife areas from fire or livestock.....	25

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

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
  - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
  - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
  - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48c refers to long-time adjustments; 48d should include adjustments made from year to year.
- Special work in helping farmers to develop new sources of income.
  - 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.
  - Help given persons in locating and/or appraising a farm for rental or purchase.
  - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
  - Leases, partnerships, property transfers, and farm and liability insurance. (See item 66d.)
  - 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: Agricultural home demonstration, young men and women's work, and 4-H Club work.*

45. Number of voluntary local leaders assisting .....	85
46. Total number of persons contacted individually or through meetings.....	650
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	150
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	150
b. Keeping and analyzing farm records.....	20
c. Developing an over-all farm plan.....	10
d. Making needed adjustments in farm organization.....	60
e. Developing supplemental sources of income.....	50
f. Obtaining and using credit.....	60
g. Selecting a farm for rental or purchase.....	5
h. Obtaining, training, and using farm labor.....	•
i. Legal aspects of the farm business.....	•
j. Income-tax accounting and related problems.....	65
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	•
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	2

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

54. The farmhouse should NOT be included. It should be reported under item 60.

a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.

b and c. Also include planning and decisions relating to efficient lay-out within a farm building.

d. Also include equipment that may be constructed as part of the building.

55. Item—

a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.

b. Refers to labor-saving devices and equipment developed or built by the farmer.

56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

## FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings	Farm mechanical equipment
	A	B
54. Number of voluntary local leaders assisting	20	20
52. Total number of persons contacted individually or through meetings	300	300
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	120	150
<i>Estimated number</i>		
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		1
b. Construction of farm buildings		105
c. Remodeling or repairing farm buildings		10
d. Selection or construction of farm-building equipment		
55. Farmers and other individuals reported in item 53-B, assisted with—		75
a. Selection of farm mechanical equipment		
b. Developing labor-saving devices and equipment		105
c. Use, care, and repair of farm mechanical equipment		20
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		

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

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

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.
57. This item relates to the voluntary local leaders or committeemen who have actively engaged in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.
58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
  - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
  - (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
  - (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension

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

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

60. Item—

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

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

61. Item should include—

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

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

## THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting	53	53
58. Total number of persons contacted individually or through meetings	483	483
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices	175	175

60. Families, homemakers, and other individuals reported in item 59-A assisted with--	Estimated number
a. Building a new house	3
b. Remodeling or repairing the house	55
c. Improving kitchen or laundry	85
d. Improving storage space	52
e. Selection, installation, use, and care of water and/or sewage systems	48
f. Selection, installation, use, and care of heating and/or cooling systems	6
g. Planning electrical system	6
h. Landscaping home grounds	25
61. Homemakers and other individuals reported in item 59-B assisted with--	
a. Selection, use, and care of home equipment (other than sewing equipment)	73
b. Selection, use, and construction of home furnishings	50
c. Repair, reconditioning, and care of home furnishings	25
d. Furniture arrangement and use of accessories	125
e. Color schemes and wall finishes	105
f. Floor finishes	115

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

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

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

Assistance includes work done—

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

66. Includes work done—

- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 481 covers legal affairs pertaining to the farm business.

67. Includes work done—

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

## HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders.....	15	12	16
63. Total number of persons contacted individually or through meetings.....	145	235	353
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	125	150	140
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			92
b. In improving housekeeping methods.....			125
c. With family laundering.....			50
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			135
b. With family financial planning.....			50
c. With keeping and analyzing home records.....			50
d. With family legal matters.....			25
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			135
b. With care and mending of clothing.....			15
c. With clothing construction.....			125
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			105
e. With good grooming and posture (personal appearance).....			125

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

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

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting	14	14	14	10
69. Total number of persons contacted individually or through meetings	764	435	338	525
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices	305	165	140	115
71. Families reported in item 70-A assisted—	<i>Estimated number</i>			
a. With planning and/or producing the home food supply	300			
b. In selecting food	105			
c. With meal planning and food preparation	135			
d. With preservation and storage of food	300			
e. In improving diets	86			
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities	145			
b. First aid and home nursing	135			
c. Dental-health education	55			
d. Health education leading to physical examination by a physician	156			
73. Families reported in item 70-C assisted with—				
a. Child development and guidance	82			
b. Providing recommended play, clothing, and equipment suited to age of children	52			
c. Understanding roles of family members and strengthening family relationships	115			
d. Individual adjustments and personality development	105			
e. Home and family recreation	135			
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home	95			
b. Accident prevention around the farm and home	105			
c. Accident prevention away from home place	110			

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

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

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

## COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	12		20	300
76. Developing and improving county or community organization.....	3	6	12	200
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	6	6	12	150
b. Improving health facilities, services, and programs.....	6	6	18	75
c. Improving schools.....	8	6	30	250
d. Improving churches.....	12	6	18	125
e. Bettering town-country relations.....				
f. Libraries.....	2	6	12	150
g. Roads.....	3	2	2	10
h. Telephones.....	2	6	10	100
i. Community centers.....	2	2	6	70
j. Recreation programs and facilities.....	2	6	20	3,000
k. Community beautification.....	6	10	12	135
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....	2	6	6	75
80. World affairs.....	2	6	12	300
81. Emergency activities.....	2	6	8	50

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

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

021	21		
01	1		
001	01		
07	7		
000E	00		
021	21	01	
07	7		
006	06		
02	2		

## 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		Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....	60	34	34	acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....	11	9	4	do.
87. Cotton.....				do.
88. Tobacco.....	14	8	2	do.
89. Vegetable growing.....	93	54	12	do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....				do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	38	22	6100	birds
97. Dairy cattle.....	8	8	8	animals
98. Beef cattle.....				do.
99. Sheep.....				do.
100. Swine.....	75	45	45	do.
101. Rabbits.....	2	2	15	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXXXX	
105. Tractor maintenance.....	20	8	8	tractors
106. Electricity.....				articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....			XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	28	28	240	dishes prepared
112. Canning and preserving (other than freezing).....	70	60	1,200	quarts
113. Freezing foods.....	1	1	20	quarts frozen
114. Health, nursing, first aid.....			XX 35	pounds frozen
115. Child care.....			XXXXXXXXXXXXXX	
116. Clothing.....	22	19	224	articles
117. Home management.....	2	2	XX	garments
118. Home furnishings and room improvement.....	154	117	434	articles
119. Home industries, arts, crafts.....				rooms
120. Junior leadership.....			XXXXXXXXXXXXXX	articles
121. All other.....			XXXXXXXXXXXXXX	
122. Total.....	598	417	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 projects included 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.

123	2018	22	88
124			
125	49	24	25
126	21	24	25
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293			
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300			

## 4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS.....		15
124. Different 4-H Club members—	Boys	Girls
a. Enrolled.....	236	222
b. Completing.....	155	175
125. 4-H Club members from—		
a. Farm homes.....	190	216
b. Rural nonfarm homes.....	468	6
c. Urban homes.....		
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	67	66
b. 2d year.....	88	93
c. 3d year.....	36	30
d. 4th year.....	22	29
e. 5th year.....	20	4
f. 6th year and over.....	1	
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	46	50
b. 11 years.....	36	32
c. 12 years.....	42	49
d. 13 years.....	32	47
e. 14 years.....	44	26
f. 15 years.....	21	10
g. 16 years.....	7	4
h. 17-20 years, inclusive.....	6	4
128. 4-H Club members who received definite training in—	Boys and Girls	
a. Judging.....		82
b. Giving demonstrations.....		15
c. Group recreation leadership.....		125
d. Music appreciation.....		
e. Money management (thrift).....		50
f. Farm and home safety.....		65
g. Citizenship.....		222
h. Personality improvement.....		178
i. Soil and water conservation.....		100
j. Forestry.....		50
k. Health, nursing, first aid.....		53
129. 4-H Club members having health examination because of participation in the extension program.....		50
130. Number of members participating in a 4-H Club camp.....		
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		15



## MISCELLANEOUS—Interpretation

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

## MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	25
137. FAMILIES assisted with control of household insects.....	138
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	2
139. FARMERS and other individuals assisted with control of noxious weeds.....	
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	60
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	30

51	24	328
2	22	348
41	22	404

## MISCELLANEOUS—Interpretation

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.

137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.

138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.

140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.

141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.

137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.

138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.

140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.

141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

## SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	350	45	12
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	347	25	2
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	400	50	14

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

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

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

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

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

165. Line is left blank for State use.

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

## COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
<b>FEDERAL AGENCIES</b>				
146. Agricultural Mobilization Committee.....			6	6
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....			3	4
149. Farmers Home Administration.....	2		2	2
150. Fish and Wildlife Service.....				
151. Forest Service.....			2	3
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....			3	4
154. Rural Electrification Administration.....				
155. Selective Service System.....				
156. Soil Conservation Service.....			4	8
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
<b>STATE AGENCIES</b>				
159. Health department.....	8		5	4
160. Highway department.....				
161. State departments of agriculture and forestry.....			3	5
162. State department of education; General schools.....	4		2	4
163. State employment service.....				
164. Welfare department.....				
165. Other (specify).....				
<b>COUNTY AGENCIES</b>				
166. Soil conservation districts.....			3	3
167. Vocational-agriculture and home economics departments.....	3		8	4
168. Other (specify).....				
169. Other (specify).....				

## YOUR ANNUAL REPORT

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

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

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

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

### General Directions

From 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.

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# ANNUAL REPORT

## County Extension Work

1953



YOUTHIA B. BELL  
**Agent**

PRINCE EDWARD COUNTY  
**COUNTY**

**Asst. Agent**

AGRICULTURAL EXTENSION SERVICE

ANNUAL REPORT

HOME DEMONSTRATION WORK

December 1, 1952 to November 30, 1953

YOUTH A. BELL

LOCAL HOME DEMONSTRATION AGENT

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COUNTY SITUATION

Prince Edward County is located in Southside Piedmont Virginia. The soil is rolling and the annual rainfall is generally adequate for the pursuit of a general diversified farming program. Chief sources of income are from tobacco, livestock, surplus poultry and truck crops. Some part time employment is available in the local village.

To arrive at the problems to be given attention in 1953, the general situation was studied with special attention to problems of the home. We find that the main shopping center is about twenty miles from the farthest families with a majority living in a twelve mile radius. The family food supply is produced on the farm except for a few items that cannot be profitably produced locally. General merchandise stores are in easy reach of most families.

The chief social activities of the family are carried on in the churches. There are fraternal orders, P.T.A.'s and a few other outlets for social group expressions.

The family income is generally higher than ever before, but spending is not always wise.

After consideration of the above facts and other information brought out through discussions, visits, and meetings, the major phases of work for 1953 were chosen. These included yard improvement with emphasis on selection and arranging flowers and the seeding of grass; clothing, with emphasis on selection of material and patterns, cutting, finishes, washing sweaters and storage space; foods with emphasis on lamp shades and the wiring of lamps.

Contributions of the 1953 program to Better Family Living

The 1953 program as designed contributed to better family living and health through better nutritional habits, proper sanitation, through improved

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home facilities, yard improvements, and stimulation and motivation of families to desire a better family living.

As a result of participation in the extension program women worked toward improving sanitation by constructing sanitary out-door toilets, and moving rubbish and other discarded articles from the yard and surroundings.

Women learned how to add new foods to the family diet and cutting down on the food budget expenses by using meat stretchers and salads for main dishes in the family meal.

Three demonstrations were conducted at result demonstrations on yard improvement. Approximately forty-five persons attended these demonstrations. As a result of the demonstrations, fifteen women made definite improvements on the yard. Undesirable trees and rubbish were removed and grass and permanent walks were made.

There are twelve home demonstration clubs in Prince Edward County actively engaged in Extension Work. They have completely three main topics, namely: Clothing with emphasis on selection of material and patterns, cutting, finishes, washing sweaters and storage space; Foods with emphasis on cakes and frostings and salads; House Furnishings, with emphasis on lamp shades and the wiring of lamps; Yard Improvement with emphasis on selection and arranging flowers and seeding of grass.

In connection with the county goal reaching more people, seven home demonstration clubs participated in a campaign to get more people introduced to the Extension program. Clubs gave community sing programs, invited non members to regular club meetings in which demonstrations were planned, sent out circular letters and made personal contacts and home visits. As a result of this effort, twenty two women joined active home demonstration clubs in their communities.

### Adult Work

The home demonstration program is planned each year through the home demonstration committee which is made up of three members from each club in the county. This committee met with the agent and District Agent to help plan the program of work for 1954. During the year the committee studies the needs of the family, their communities and surroundings, and based on the facts from their findings, a program calendar for the year was formulated.

Projects for this year included clothing, with emphasis on selection of material and patterns, cutting, finishes, washing sweaters, and storage space; yard improvement, with emphasis on selection and arranging flowers and the seeding of grass; foods, with emphasis on cakes and frostings and salads; house furnishings, with emphasis on lamp shades and the wiring of lamps. The projects as selected were most needed according to the survey that had been made by the committee of members of the families and communities.

### Clothing

Clothing with emphasis on the better dress and storage improvement were the main topics worked on this year. Fourteen leaders assisted the Agent in carrying out these projects. Demonstrations were given to members and leaders on all topics. Leaders gave seven demonstrations alone. The following topics were discussed in the clothing project; Selection of material and pattern cutting, finishes, care of clothing, washing sweaters and storage space. The objectives of this project were:

1. To teach people the advantage of making their own clothing.
2. To teach the selection of pattern and material according to wear of the garment.
3. To teach the advantage of proper fitting and cutting of the garment.
4. To teach the different kinds of finishes and when each is used to get the best results.

- 5. To teach people the importance of providing adequate storage space for the family.

Method demonstrations were given by the Agent and training meetings were held for the leaders by the Agent. The specialist on Extension House Improvement gave information for a training meeting on bedroom and clothing storage. Sixteen leaders attended this meeting during the month of March. Leaders gave the demonstration to their club members during the month on April.

As a result of information and demonstrations given on the project, all club members reported doing some work towards improving storage space for the family. Mrs. Agnes Spenser of Mt. Carmel Home Demonstration Club really went to work toward improving her storage facilities. Mrs. Spenser added wall and floor cabinets in her kitchen, constructed larger clothes closets for the bedroom, and also constructed an outdoor storage house to store farm produce, tools and equipment. A pantry was also constructed for storing canned foods. Other members reported putting up towel racks, wood boxes, making shelves for canned foods according to recommendations, that being having shelves constructed the height of the jars to be stored so that the space may be utilized to the best advantage.

Club members from six clubs modeled twenty adult house dresses, fifteen adult street dresses, and five children's dresses in a Fashion Show during National Home Demonstration Week.

Foods and Nutrition

Two main topics were discussed and demonstrated in foods. They were salads and cakes and frostings. The objectives for the foods projects were:

- 1. To teach the preparation of cakes and frostings for different occasions.
- 2. To teach housewives a variety of frostings for family use.

The objectives for the salads project were:

1. To create a desire to make attractive salads
2. To illustrate the different ways salads may be used in the family meal.
3. To develop the knowledge and skills of knowing when and how to use salads.
4. To create a desire to use salads in the family's meal.

Twelve home demonstration clubs worked on this project. Demonstrations were given by the Agent and leaders. Fourteen leaders assisted the Agent in this project. Recipes and written materials were given members on cakes and frostings and salads. Club members reported preparing one or more of the three salads demonstrated to the club. Members also reported preparing cakes using the frosting as demonstrated for different occasions for the family. "There was a great improvement of cakes this year," said the judge of baked products at the Five County Fair. Mrs. Althea Jones, of the Pamplin Home Demonstration Club won first prize on her cake.

#### Yard Improvement

Two main topics were discussed and demonstrated in this project. They were arranging flowers and shrubbery and seeding of grass. The objectives for the project were:

1. To develop an appreciation for beautiful surroundings.
2. To teach basic principles of layout and arrangement
3. To teach care and arrangement of lawns, flowers and shrubs.

Seven home demonstration clubs worked on this project. Demonstrations were given by the Local Farm Agent with the Home Agent assisting. Three result demonstrations were conducted in three different communities, and club members from seven clubs participated in the demonstration in their community. Flowers and shrubbery were arranged, and the lawn was seeded at each of the demonstrations. As a result of the demonstration eight lawns were seeded and all club members reported rearranging their flowers and shrubbery or making permanent walks to their homes.

#### House Furnishings

The topics discussed and demonstrated in this project were making lamp shades and wiring and electrifying lamps. The objectives for the project were:

1. To assist farm families in the electrification of lamps and the money that can be saved by converting the lamps personally.
2. To create a desire to wire lamps from discarded lamps.
3. To develop an appreciation for attractiveness in the home by making lamp shades.

All home demonstration clubs in the county participated in the project.

A leader training meeting was conducted by the House Furnishing Specialist from VPI in Blacksburg, Virginia on making lamp shades and electrifying lamps on April 15, 1953. Eighteen leaders attended the demonstration and nine lamps were electrified. Throughout the project emphasis was put on the proper height of bottles, jugs or other articles used to electrify for use of lamps. ~~material~~. In selecting material ~~material~~ for lamp shades, <sup>materials</sup> may be used to the best advantage if ~~it~~ is plain with white on the inside to reflect the best light.

Seven leaders gave demonstrations alone on electrifying lamps and making lamp shades. Approximately thirty lamp shades were made and sixty lamps were made or electrified. Mimeograph material was also given members for future reference.

#### Special Interest Groups

Special Interest groups are designed for club members and non members to participate on county or community levels. There were two projects conducted for special interest groups. They were rug making and tufted bedspreads. The objectives for rug making are:

1. To teach families to use discarded materials in making rugs.
2. To teach the correct color combination in making a rug.

The Pamplin, New Hope, Hampden Sydney and Mt. Carmel Clubs participated in this project. An all day meeting was held and ten women from the four clubs attended the meeting. The demonstration was conducted by the local Home Agent in Nottingham County. As a result, four women have completed rugs. Since Home Furnishings is one of the long time goals, plans have been made to continue the project for the next year.

The objectives for tufted bedspreads were as follows:

1. To develop technical skills and an appreciation for personal accomplishments.
2. To teach the value of knowing how to make tufted bedspreads in order to reduce the family expenditure for such articles.

Two meetings were held with new members of the Darlington Heights club. One spread was completed and exhibited at the Five County Fair in September here in Farmville and won first prize.

#### Adult Work-Other Activities

##### Five County Fair

Home Demonstration Club members participated in the Five County Fair held here from September 21-26, 1953. Handicrafts, canned and bakery products, potted plants, arrangement of cut flowers, and exhibits on project work were were exhibited by members.

Home Demonstration Clubs winning prizes on exhibits of project work in the first prize group were:

Darlington Heights -----	Tufted Bedspreads
New Hope -----	Making a Sewing Kit
Mount Carmel -----	Hints on Home Storage and Canning
Pamplin -----	Making Lamp Shades and Electrifying Lamps

In the Educational exhibits the Advisory Board won First Prize on "The Value of Good Pasture", the Darlington Heights club won second prize on "Making Lamp Shades", and the New Hope Club won third prize on "Making Lamps".

In the 4-H, N.F.A. and N.R.A. exhibits the New Bethel 4-H club won second prize.

Prizes were also won on canned products, handicrafts, bakery products, potted plants, and on arrangements of cut flowers which were exhibited by both 4-H and Home Demonstration club members.

District Home Demonstration Committee

Five members from home demonstration clubs in the county attended the District Home Demonstration Committee meeting in Charlotte County in May. A report of this meeting was given in the home demonstration committee meeting in the county on September 16, 1953. The County goal chairman gave a report at the district meeting.

National Home Demonstration Week

Seven of twelve home demonstration clubs in the county participated in a dress revue in celebration of National Home Demonstration Week on May 7, 1953. Twenty adult house dresses, 15 adult street dresses, and five childrens' dresses were modeled at a Fashion Promenade with members modeling according to the type of dress worn. In connection with the 50th anniversary of Extension Service a background report of Extension work was given. Approximately sixty five men, women children attended the meeting.

Community Projects

Five of the twelve home demonstration clubs in the county completed their community projects. The Triumph and New Hope clubs are still working on an old school house, they are using jointly as a community center. They gave Venetian blinds and painted on the inside of the building. The Darlington Heights club gave a ball and bat to the Mercy Seat School since their elementary school has been consolidated. The Hampden Sydney club also gave a ball and bat to the Mercy Seat School since the availability for recreational facilities in the community are limited. The Pamplin club gave a pulpit drinking water set to the Calvary Baptist Church. The New Bethel club also gave a Pulpit set to the New Bethel Baptist Church.

Six clubs in the county are also giving community baskets to disabled and needy persons in the community. The baskets will be distributed on Christmas Eve. The objectives of this project were:

1. To teach members to share responsibilities together.
2. To teach members to strengthen the community by working together.
3. To get cooperation from members and points in carrying out the project.

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County Goal

In connection with the District Home Demonstration Committee, the county home demonstration committee selected Reaching More People with the Extension Program. Due to the fact that there are no home demonstration clubs in all Districts in the county, the home demonstration committee selected Reaching more people as its' goal. As a result six clubs participated, Each home demonstration club planned an activity in which they could reach more people. Meetings were scheduled in the different communities. Some clubs had hon members to come to regular club meetings in which a demonstration was planned to allow the public to get acquainted with the type of work carried on in the club meetings. Other clubs had community programs in which skits and information about the Extension Program was given, also demonstrations on some phase of the extension program was also planned. Circular letters, radio announcements, and home visits were also methods used in carrying out the plans. As a result twenty two members joined active home demonstration clubs in their community.

Result Demonstration

Result demonstrations were conducted by Mrs. Agnes Spencer of the Mt. Carmel Home Demonstration club on Home Improvement and Yard Improvement. The project was selected as result of an effort to show how improvements may be made to a greater advantage if plans are made and carried through without a big financial problem. Meetings were held at Mrs. Spencer's and plans were given for the improvements by the Local Farm and Home Agents after an analysis of the family situation. After this analysis a program that would be challenging and yet in the reach of the family was developed. The following improvements have been made; Modernized the kitchen by putting a double window to be used above the sink; putting in wall and floor cabinets and an inlaid linoleum; and putting tile half way on the side walls. Mrs. Spencer says this improvement means much to her in making her kitchen more cheerful to work in.

In addition to the kitchen improvement, the family has built the following storage units: A double bedroom closet with sliding doors and a single

bedroom closet in the guest room. At first it was very hard to utilize the space allowed for the double bedroom closet due to an incorrect door cutting in construction of the home. At the suggestion offered, sliding doors were provided to facilitate entry and departure of the closet. The closet in the guest room was constructed from the beginning since no door space was available in the room. An outdoor storage house has been provided to store farm product, tools, and equipment.

The Spencers did not forget their yard. A demonstration was given in the community in the spring by the Local Farm Agent on yard beautification. As a result, undesirable articles from the yard including rubbish, unnecessary trash and rocks were removed. A definite walk has been made and grass seeded.

Other improvements include new lamps and rugs for the living room, curtains for all of the rooms in the house.

The Spencers do not plan to stop there. "The next project", says Mrs. Spencer, the family spokesman, "will be installing a complete water system in the house. Preliminary steps have been made. Last fall a new porch was built inclosing the wall.

The home demonstration club made a visit to Mrs. Spencer's home and observed the improvements. It seemed to have served its purpose of motivation. From the observations made, other families in the community are already beginning to make improvements.

Farmers' Conference

Fifty six farm people attended the county Farmer's Conference on March 2, to study ways and means to improve rural life. Two major topics were discussed.

Family relationships by Mrs. T. T. Hewlett, District Agent and "Farmers on Fifty Acres or less, What Next?" by the Local Farm Agent. An informative discussion period followed each talk.

A baby contest sponsored by the Advisory Board was closed at the conference netting \$124.95 for the work of the board. The Triplets of Mr. and Mrs. Leigh Hicks, Route 1, Rice, Virginia won first place of \$10.00; Mrs. Amanda Carter's granddaughter won second prize of \$8.75, Claudette Stiff won third prize of \$5.88; Rodman Lee won fourth prize of \$5.75 and \$1.14 for fifth prize went to Jasper Lewis Hendricks. The prizes were given to begin bank accounts for the winners.

Four H Club Work

There are fifteen 4-H clubs in Prince Edward County with a membership of two hundred and twenty two girls. These clubs meet monthly for the purpose of carrying out the Extension program. Adult and junior leaders assisted the agent in executing the program as planned for the year. Projects were discussed in each club and members of the clubs brought their needs to a 4-H planning meeting. On the basis of the needs of the members the following projects were selected: Garden, Poultry, Food Preparation, Home Improvement, Laundry, Clothing and Food Preservation.

Your Room- Pep It Up

Eleven clubs carried this project along with other projects. Members selecting this project hoped to cut down on family expenses by cooperating with the family in doing what they could to improve the family living. The objectives of this project were:

1. To teach girls to improve the appearance of their room by making small articles.
2. To teach girls to arrange furniture and accessories in an orderly manner.
3. To teach girls to beautify their rooms daily with fresh flowers and growing plants.
4. To teach care
5. To teach a girl to make a bed properly
6. To teach girls to keep clothes in a place provided for them daily for two months.

One hundred and fifty four members from 11 clubs are carrying this project. Club members have been given demonstrations on flower arrangement, bedmaking, electrifying lamps, embroidering scarfs and general care for the room. Members have cooperated nicely with the family in achieving the family goal in Home Improvement. One hundred and seventeen members reported completing the project with 234 articles completed. All members reported improving the general appearance of the room.

#### Meal Preparation

Twenty members of two clubs are carrying this project. Members were anxious to learn how to plan, prepare, and serve meals to the family. A balanced diet is essential to child growth, adult maintenance and healthy and happy living for all. It was felt that the project may serve as an inspiration to adults as well as 4-H members in preparing and eating balanced meals. The objectives of this project were:

1. To teach how to set the table correctly.
2. To teach preparation of simple dishes.
3. To teach family dinner planning.
4. To demonstrate preparation of school lunches,
5. To show how eggs may be cooked five different ways.
6. To teach the making and baking of cake or cookies.

Demonstrations and discussion were given to the 20 members taking this project on table setting, planning a family dinner, packed lunch, preparing eggs five different ways and making cookies. All members completed the project.

Eight members are enrolled in the bread making project from an older club in Hampden Hydney. Members were anxious to take this project to improve methods of making bread. All eight members completed the project.

Pauline Carter won a pastry frame from the Foley Manufacturing Company for outstanding accomplishments during the year.

#### Garden

Ten clubs carried garden projects along with other projects. Members feel that their diets would be improved if they would help supply the family needs. Discussions were given by leaders and the Local Farm and Home Agents. Certified seed, good fertilizer, proper tillage, and planting dates were recommended. The objectives of the project were;

1. To plant new vegetables and learn to eat them.
2. To increase family food supply
3. To raise a garden to help have well balanced diets.

Forty eight members were enrolled in this project. Due to the drought in this area the gardens were not as good as they have been in previous years. Thirty five members completed this project.

#### Poultry

Eight of the fifteen 4-H clubs carried poultry as one of their projects. These members decided to carry this project to supplement the supply of poultry for the family and also as a means of cash funds for their personal use. It was

hoped that members and the family may be inspired to raise poultry for economic purposes.

The objectives for this project were:

1. To get improved methods on raising poultry for members.
2. To increase family supply of poultry.
3. To encourage the raising of poultry.

Seventeen members are enrolled in this project and nine completed the requirements for the project.

#### Food Preservation

Members in 4-H clubs were urged to get their parents to make canning budgets and follow them. Members taking this project were enrolled in canning and one member in freezing. The objectives of the projects were:

1. To do some canning or freezing alone and help can or freeze.
2. To teach members to make complete food preservation plans for the family.
3. To teach members to plan amount of tomatoes needed for the family.
4. To teach the correct canning and freezing methods.
5. To instill the need of canning food for family for winter months.

Seventy members from ten clubs are carrying this project. Demonstrations, Discussions, and written material were given to members. Sixty members completed requirements for this project.

#### Clothing

Members carrying clothing projects were anxious to learn to make simple garments as well as continuation of the demonstration last year on laundering sweaters. The objectives of this project were:

1. To teach members to have a sewing box
2. To teach members to wash woolen sweaters correctly.
3. To teach members to cut and make simple garments.

Twenty-two members from four clubs were enrolled in this project.

Demonstrations were given by the Agent and leaders. Members, assisted by leaders of the clubs, taking sewing as a project made their uniforms for the Short Course. Nineteen members met the requirements for completion of the project.

One Extension organized group of older youth consisting of 12 women and 10 men between the ages of 18 and 30 was worked with in 1953. The situation for this group was the felt need of these young people to do something about their leisure time. Activities consisted of group discussions on citizenship and related topics, two parties, an Easter Vesper Service program, and talks by returned servicemen on people across the sea. The interest has developed and at present they are studying the community to determine projects they would like to undertake.

#### Scope of Work

There are twelve home demonstration clubs in Prince Edward County that meet to carry out the Extension Program. There are one hundred and thirty five members in these clubs. Demonstrations and discussions are given by Agent or leader. Last year there were twelve clubs with a membership of one hundred and twenty five.

There are fifteen 4-H Clubs with a membership of two hundred and twenty two. There were two hundred forty members carrying three hundred forty two projects and completed two hundred sixty seven.

To date this year four hundred sixty seven visits were made to families, three hundred forty two people contacted through office calls, and one hundred ninety three through telephone calls.

	1949	1950	1951	1952	1953
No. Home Demonstration Clubs or Groups -----	9	11	12	12	12
Membership -----	87	109	125	125	135
No. 4-H Clubs -----	18	16	16	14	15
No. Y. M. W. Groups -----	0	0	0	0	1
Members -----	0	0	0	0	22
No. other families reached -----	356	472	100	105	95
No. Different families reached--	477	597	350	207	347

Organizations functioning in the 1953 Program

A. County Advisory Board

The County Agricultural Advisory Board is composed of thirty eight members. Two from each of the home demonstration clubs and two men from each of the community clubs in the county. The board has met three times this year. The board planned for transportation to the State Farmers' Conference, District Home Demonstration Committee meeting, Unit Exhibits for the Fair, field meetings and delegates to the State Advisory Board meeting.

County Home Demonstration Committee

The County home demonstration committee is composed of thirty-five members. Three members from each club in the county are selected to serve on this committee. The committee met three times this year to analyze the County situation and plan a program for the year. The committee also selected delegates to the district committee meeting. This committee also problems of the County Advisory Board to work on, including farm and home unit demonstrations achievement days, and tours.

#### County 4-H Club Council

The 4-H Club Council is composed of 105 members. The officers from each club in the county are selected to serve on this committee. The committee met twice this year. At the first meeting the officers and leaders were trained in their respective duties. Plans were made for the year including club participation in National 4-h Club week, Rural Life Sunday, the State Short Course, Wildlife Conference and Five County Fair. The second meeting was held to check progress and stimulate interest to carry the program to completion.

#### County 4-H Project Planning Committee

The 4-H project planning committee is composed of Junior leaders, two club members, and adult leaders from each club in the county. The committee met three times this year. At the first meeting the 4-H program was planned after a study of the needs and interests of the members with special attention to the problems of the family. At the second meeting, project instructions were given for projects selected during the year. The third meeting is held to determine 4-H County and State Winners, and other activities necessary to carry the proposed program to completion.

#### Leadership

Leaders have made a definite improvement over last year. Organizational, program development, and subject matter leaders worked diligently in executing their respective duties.

There are forty adult project leaders actively engaged in carrying out the Extension Program. There are seventy two leaders in the neighborhood leader system. The leaders held eighteen meetings this year. Leaders

assisted in forty-five meetings this year. Last year there were thirty eight adult project leaders, Leaders held twenty-three meetings alone and assisted in fourteen meetings.

There are fifteen junior project leaders actively engaged in the Extension Program. Thirty-two adult leaders also aid in carrying out the 4-H program. There were twelve leaders trained individually. Forty-seven meetings were conducted by leaders alone and leaders assisted in fifteen meetings.

<u>H. D. Club Project Leadership</u>	<u>1949</u>	<u>1950</u>	<u>1951</u>	<u>1952</u>	<u>1953</u>
No. project leaders	15	27	32	38	40
No. Goal Charimen	9	12	12	7	7
No. training meetings held by Specialist	2	1	2	0	1
by Agent	6	1	4	3	1
Attendance at all training meetings	66	32	42	48	116
No. Club meetings held by leaders without Agent present	42	47	58	30	18
No. Additional club meetings at which leaders assisted	14	15	18	16	45
<u>Growth of 4-H Club Project Leadership</u>					
No. Adult project leaders	35	35	29	32	32
No. Junior Project Leaders	26	28	29	16	15
No. Training meetings held by Specialist	0	0	0	0	0
by Agent	10	1	3	1	4

	1949	1950	1951	1952	1953
Attendance at leader training meetings	41	18	21	14	80
No. 4-H leaders trained individually	3	27	15	7	12
No. club meetings held by leader without Agent present	100	85	90	31	47
No. of additional club meetings at which leader assisted	12	16	20	15	15
No. demonstrations given by leaders	111	81	79	68	72
by Adults	63	45	39	52	50
by Juniors	48	36	40	16	20

#### Outstanding Leader

Mrs. Frances Taylor of the Triumph Home Demonstration club has been an outstanding leader in the 4-H Club as well as in the Home demonstration Club. Mrs. Taylor is also a result demonstrator on yard and home improvement.

Mrs. Taylor assisted the 4-H Club members with project instructions and all related activities of the club. The 4-H Club of which she is a leader had the highest project completion percentage. Mrs. Taylor has conducted eight meetings alone with her 4-H club and assisted the members in selecting projects for 1954, also in giving a social to raise funds for the club and gave a picnic during the summer as a form of recreation for the members. Mrs. Taylor allows her home to be used for 4-H club meetings since her home is more centrally located than other members. Mrs. Taylor also served as leader to the Wildlife Conference at Virginia State College, Petersburg, Virginia.

Mrs. Taylor also has taken an active part in the home demonstration club. She has acted in the capacity of organizational leader, program development

As a result demonstrator Mrs. Taylor installed a bathroom and painted all of the rooms on the inside of the home. Mrs. Taylor also purchased a new rug for the kitchen floor. She had previously installed a complete water system in the home. During this year Mrs. Taylor wired two lamps and made a lampshade in the home demonstration club so that she may have better lighting for the family.

#### Cooperation with Other Agencies

Efforts were made to cooperate with all agencies during the year. The agent attended professional meetings whenever possible and assisted the Health Department, T. B. Association and the Cancer Drive. The assistance rendered included educational work as well as serving as co-chairman of the Cancer Drive. People were informed of the services available from these agencies and were urged to take advantage of the benefits available where they were applicable. Information and pamphlets were distributed during the county-wide T. B. Chest X-ray held this year.

#### Evaluation

Home visits have been made to follow up project work and other work done over previous years. The leaders are doing a very nice job in giving demonstrations this year, quite an improvement over previous years. The program as a whole was effective. However, there were some phases done better than others, and in a few instances some parts of the program were not accomplished.

This report indicates that more families were influenced by the Home Demonstration Program than in the previous years. This influence has resulted

in requests for club organization, information, and printed matter form a larger number of non club women on varied subjects.

There is still a need to reach more people with the extension program. From an observation made during the home demonstration planning meeting there are some districts in the County without home demonstration clubs. The home demonstration committee plans to work with the Agent in improving this situation using all tools available.