

ANNUAL NARRATIVE REPORT

OF

H. W. HENRY, COUNTY AGRICULTURAL AGENT

AND

J. S. HUBER, ASSISTANT COUNTY AGRICULTURAL AGENT

FOR

SURRY COUNTY, VIRGINIA

1943

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INTRODUCTION

Surry County is located within the coastal plains of the tide-water section of Virginia. The climate is oceanic, with comparatively mild winters. There are only a few days during the winter in which outside farming operations can not be carried on. The growing season is long, but not exceedingly hot. The rainfall is ample, and usually well distributed throughout the growing season. Surry County can boast of an average of fifty-two inches rainfall per year.

The surface level ranges from relatively large flat or level areas to gently rolling areas. The soil type will range from sandy to sandy loam. The county from both soil and climate conditions is well adapted to a large variety of field crops. The crops widely grown include peanuts, corn, soybeans, and small grains. Truck crops such as potatoes, both sweet and white, watermelons, and canteloupes are grown on a smaller scale.

The production of livestock, particular that of swine, fits well into this system of farming. Approximately 2,000 sows for farrowing are kept on the farms in this county. From 15,000 to 25,000 hogs are produced annually with a large percent of this number marketed alive. Over fifty percent of these hogs are given the simultaneous treatment for hog cholera by the extension agents in the county. The two most important farm products sold from Surry farmers annually are peanuts and hogs.

There are no railroads in the county. Outside of farming, there is no kind of industry. Approximately ninety-five percent of

the revenue collected by the county comes from the farmers. The county is composed of approximately 800 relatively small farms, with an average of less than seventy-five acres of open land per farm.

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PLAN OF WORK AS OUTLINED AT THE BEGINNING OF THE YEAR

A. Extension Activities through Board of Agriculture

- 1. Encourage each family in county to participate in Home Food Supply Campaign by,
 - a. Having a good year round garden
 - b. Using recommended varieties of seed
 - c. Practicing disease and pest control
 - d. Canning and preserving food for winter months
 - e. Keeping at least one good cow
 - f. Producing and slaughtering enough pork for home needs
- 2. Setting up Labor Committee in county and taking advantage of all available sources of extra farm labor
- 3. Encourage each farmer to meet his war crop goal by,
 - a. Planting approved varieties of seed
 - b. Striving to increase yields rather than average
 - c. Using to the maximum the machinery available
 - d. wide use of fertilizer
 - e. Placing more emphasis on use of cover and green manure crops
 - f. Better care of livestock and poultry
 - g. Setting up farmers as demonstrators

B. Veterinary Activities

- 1. Use Emergency Assistant Agent as much as possible in the vaccination of swine
- 2. Stress preventative methods in the control of all diseases
- 3. Treat horses, cows, and poultry for common diseases

4. Answer each call as soon as possible

C. Crop Production

1. Encourage adapted hybrid corn
2. Encourage use of sulphur dust on peanuts
3. Encourage treating seed peanuts
4. Encourage planting different varieties of soybeans

D. Farm Management

1. Encourage use of Farm Account Books
2. Assist with individual farm planning

E. Marketing and Distribution

1. Assist poultrymen in selling eggs cooperatively

F. Other Federal Agencies

1. Assist AAA Committee in all educational phases of the Conservation Program
2. Assist Soil Conservation Service in setting up a conservation area in county
3. Act as Secretary to County War Board

G. 4-H Club Work

1. Attend club meetings
2. Encourage members to connect their projects with the war effort

HOW THE WORK WAS CARRIED ON

Surry County is divided into six communities broken down into thirty-one neighborhoods. Each community is represented on the County Board of Agriculture by both a man and a woman committeeman. Each neighborhood has both a man and woman as neighborhood leaders.

The agricultural workers group, or Professional Workers' Council, includes the Farm and Home Agricultural Extension Agent, the RR Supervisor and Home Management Supervisor of the Farm Security Administration, Vocational Agriculture Teacher, Home Economics Teacher, Superintendent of Schools, Key Banker, Emergency Seed Loan Representative, and the Commonwealth's Attorney. The active members of the council include the representatives of Extension, the Farm Security workers, and the Smith Hughes Instructors.

The six communities of the county have been divided among the six active members of the professional worker's council in the following manner:

1. The Home Demonstration Agent and the Vocational Agriculture Teacher would be responsible for Communities I and IV.

2. The Home Economics Teacher and the RR Supervisor of the Farm Security Administration would work with the committeemen in Communities II and III.

3. The Home Management Supervisor of the Farm Security Administration and the County Agricultural Agent would work with the people in Communities V and VI.

The County Board of Agriculture has been instrumental in a num-

ber of extension activities during the year. Included in these activities are:

1. Home Food Supply Campaign

The neighborhood leaders, especially the women, are to be commended for the interest shown and work accomplished along the gardening lines. The county took advantage of the use of specialist in gardening, and in a good number of cases better gardens resulted. It is believed that each farm in the county had a garden. At least fifty percent of the farms had a better garden than in previous years.

The neighborhood leaders, under the direction of the professional workers, instructed the families within the neighborhoods in,

- a. Using recommended varieties of seed
- b. Practicing disease and pest control
- c. Canning and preserving food for winter months
- d. Keeping at least one good cow
- e. Producing and slaughtering enough pork for home needs.

2. Setting up a Labor Committee in the county and assisting the County Agent and the Labor Clerk in farm labor problems.

3. Assisting farmers in meeting their war crop goals by,

- a. Planting approved varieties of seed
- b. Increasing yields rather than acreage
- c. Using to the maximum the machinery available
- d. Wise use of fertilizer
- e. Planting more acreage to cover crops
- f. Giving more attention to care of livestock and poultry.

Independent of the County Board of Agriculture, the County Agricultural Agent and his Assistant carried on the veterinary activities as in the past years. That is to order anti-hog cholera serum for the farmers and to treat the pigs for cholera. In addition to treating swine, the agents also treated other types of livestock for various diseases. This type of work, while not altogether educational in nature, affords the agent an excellent opportunity to discuss with farmers improved practices in connection with animal husbandry.

The agent conducted several demonstrations in the production of hybrid corn. Sixteen different farmers assisted in the demonstrations by planting a small acreage of hybrid and checking the results against their own open polinated varieties of seed.

Twenty demonstrations on the use of sulphur dust or peanuts were undertaken. The farmers cooperated by dusting a part of their acreages and checking the results against undusted acreages.

A number of demonstrations on treating seed peanuts were conducted. A few farmers cooperated by treating a small amount of their seed peanuts with Arasan and checking the percent of germination against that of untreated seed.

COOPERATION FROM OTHERS

Most of the neighborhood leaders have cooperated in an excellent manner with the professional workers in carrying out the extension program in the county. A good percent of the community leaders have assumed their responsibility also. However, it is felt by the extension workers in the county that the community leaders in some cases are out of place, in that the neighborhood leaders look to the professional workers for instruction rather than to the community leaders.

The active professional workers that is, extension workers, FSA representatives, and Smith Hughes teachers have been most cooperative. Frequent meetings of the professional workers council are held. The educational work planned and divided among the members of the council before it is taken to the county Board of Agriculture.

The farm organizations in the county work very closely with the representatives of extension. Regular monthly meetings of the Farmers' Union are held and there is never a meeting but that the county and home agents are invited to attend and take part. The program for the annual meeting of this organization is planned and carried out by the farm and home agents.

The County Farm Bureau has looked to the County Agent for advice and guidance in all of its activities. In turn, the County Agent has been able to use this organization to his advantage in carrying out the extension program in the county.

It is felt that the greatest cooperation is from the farmer himself. It is a pleasure to work in a county where the farmers are most

cooperative and appreciative groups of people. The failure or success of any extension program attempted depends to a great extent on the cooperation of the farm people themselves. This fact, we appreciate and consider ourselves fortunate to be working in a county where a good percentage of the people are cooperative and sympathetic with the work.

DEFINITE ACCOMPLISHMENTS

The County Agent spent the twelve months of 1943 in Surry. The Assistant Agent divided one half of his time to the extension activities in the county. Four hundred and twenty-three days were devoted to adult work. Twenty days were devoted to 4-H club work. Three hundred and four days were spent in the field with one hundred and thirty-nine days in the office. One thousand, four hundred and twenty-seven home visits were made by the farm agents in conducting extension work. Five hundred and ninety-eight different homes were visited.

The County Agent's office received three thousand, eight hundred and seventy-four office calls, and one thousand, three hundred and sixty-two telephone calls in connection with extension work. Twenty-six news stories were published and one thousand, five hundred and seven educational bulletins distributed.

The agricultural agents vaccinated one thousand, forty-five head of swine for hog cholera and other swine diseases. In addition to the veterinary activities with swine, the agents treated other classes of livestock including poultry for various diseases.

Demonstrations conducted during the year include,

1. Hybrid Corn

Sixteen different farmers assisted in conducting these corn demonstrations. A number of these farmers planted two different types of hybrid corn for the purpose of comparing the yields. Others of this group planted only one type of hybrid and compared the yield with that of their

own open polinated seed. In every case, the hybrid corn out-yielded the open polinated corn by ten to twelve bushels.

The two hybrid varieties "Funks G - 135" and "Tennessee 15" proved to be outstanding. The Tennessee 15, in most cases out-yielded the Funks G - 135 by ten to fifteen bushels. However, because of the smaller ears and the extra harvesting effort required of the Tennessee 15, it is felt that the Funks G - 135 still has a prominent place on the farms of this county.

2. Dusting Peanuts with Sulphur

Experiments with sulphur dust have been carried on in this county for a number of years. In fact, it is felt that the farmers are already convinced of its effectiveness. At least fifty percent of the peanut growers in the county dusted at least a part of their peanuts this year.

The agricultural agent, through the cooperation with a sulphur dust manufacturer, maintains a four row dusting machine in the county. This machine was used by twelve different farmers this year in dusting a part of their peanut acreage. A summary of the results of these demonstrations shows that from three to four hundred pounds more peanuts were harvested from the dusted peanuts than from the acreage that was not treated.

3. Treating Peanut Seed with Arasan

For the first time, this year a good number of the peanut producers treated their seed with Arasan before planting.

According to the manufacturers of this product, Arasan will improve the germination of peanuts. Since so many of the growers in the

county have some trouble in getting a good stand, it was felt that some field trials with Arasan would be in order.

Practically all of the farmers who used this treatment were enthused with the results. However, since the planting conditions were favorable it might be that the product was given more credit than it actually deserved.

The County Agent assisted the Soil Conservation Service in establishing the peanut soil conservation district which also includes the counties of Isle of Wight and Nansemond.

The extension agents assisted in organizing a feed wheat purchasing cooperative in the county. Ninety-five different farmers ordered wheat through this cooperative. Fourteen cars of wheat or twenty-four thousand bushels were purchased by these farmers during the last twelve months. It is felt that work along this line has been of real benefit to our farmers. The farmers who ordered wheat through the cooperative were able to get the wheat on their farms at only one cent per bushel above the price quoted by the Commodity Credit Corporation.

RECOMMENDATIONS FOR STRENGTHENING THE WORK IN 1944

In the opinion of the extension agents in the county, the work can best be strengthened by depending on and expecting more from the County Board of Agriculture. Just how the county board can best be strengthened is not clear. It may be that the professional workers can do a better job in working with the community and neighborhood leaders. It is true in this county that there is a limit as to what may be expected from the neighborhood leaders. They are a cooperative group, but they are not willing, neither do they have a great deal of time to give to every Extension program that presents itself.

It is felt that the extension program in the county can be strengthened further by working more closely with the farmers organizations in the county. It certainly requires less effort to help a man do something he is sold on, and wants to do, rather than try to convince him to see things in a different way, and receive his full cooperation. For example, there is a Farmers Union in the county of which a good number of the older farmers have been members for years. They are interested in it and always try to arrange to attend the monthly meetings. By attending these meetings, the extension agents can contact more people at one time than at any of the community or neighborhood meetings that have been held.

The same is true of the county Farm Bureau. The farmers are interested and it is felt that the extension people working in the county, in order to get the cooperation from the county people in the County Board of Agriculture, should give them their full cooperation in any county organization in which they are interested.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Surry

REPORT OF

Virginia Swink
(Name) Home Demonstration Agent.

From Dec. 7, 1942 to Nov. 30, 1943

Assistant Home Demonstration Agent.

From _____ to _____, 194__

4-H Club Agent.

From _____ to _____, 194__

Assistant County Agent in charge of Club Work.

From _____ to _____, 194__

H. W. Henry
Agricultural Agent.

From Dec. 1, 1942 to Nov. 30, 1943

John S. Hooper
Assistant Agricultural Agent.

From Feb. 16, 42 to Dec. 1, 1943



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date _____ State Extension Director.

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)	
1. Months of service this year (agents and assistants)		12		12	XXXXXXXXXX	
2. Days devoted to work with adults ³		230		423	XXXXXXXXXX	
3. Days devoted to work with 4-H Clubs and older youth ³		54		20	XXXXXXXXXX	
4. Days in office ⁴		88		139	XXXXXXXXXX	
5. Days in field ⁴		196		804	XXXXXXXXXX	
6. Number of farm or home visits made in conducting extension work ⁵		516		1427	1943	
7. Number of different farms or homes visited		342		598	940	
8. Number of calls relating to extension work	(1) Office	236		874	4110	
	(2) Telephone	182		1362	1544	
9. Number of news articles or stories published ⁶		42		26	68	
10. Number of bulletins distributed		373		1509	1880	
11. Number of radio talks broadcast or prepared for broadcasting		0		0	-	
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number	6	4	10	
		Total attendance of:				
		(b) Men leaders	4		44	48
	(2) 4-H Club and older youth	(c) Women leaders	52			52
		(a) Number	0			-
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	Total attendance of:				
		(b) Leaders	0			
		(a) Number	167		10	177
	(2) 4-H Club and older youth	(b) Total attendance	1524		133	1657
		(a) Number	46		3	44
(b) Total attendance	1278		45	1323		
14. Number of adult result demonstrations conducted				84	14	
15. Meetings held at such result demonstrations	(1) Number			2	2	
	(2) Total attendance			150	150	
16. Tours conducted	(1) Adult work	(a) Number		2	2	
		(b) Total attendance			40	40
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
17. Achievement days held	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
⁴ Do not count a single visit to both the farm and home as two visits.
⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number				
		(b) Total members attending				
	(2) 4-H Club and older youth	(c) Total others attending				
		(a) Number	1		14	15
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported.	(1) Adult work	(b) Total boys attending	2			26
		(c) Total girls attending	12			12
	(2) 4-H Club and older youth	(d) Total others attending	15			15
		(a) Number	27		46	73
(1) Adult work	(b) Total attendance	1609		3290	4899	
	(a) Number	1		2	3	
(2) 4-H Club and older youth	(b) Total attendance	34		150	184	
	(a) Number	1		5	6	
(1) Adult work	(b) Total attendance	13		90	103	
	(a) Number			1	1	
(2) 4-H Club and older youth	(b) Total attendance			13	13	

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

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

³ Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	800
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	425
23. Number of farms involved in preceding question which were reached this year for the first time	75
24. Number of nonfarm families making changes in practices as a result of the agricultural program	60
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	425
26. Number of farm homes involved in preceding question that were reached this year for the first time	50
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	60
28. Number of other homes involved in preceding question that were reached this year for the first time	15
29. Number of farm homes with 4-H Club members enrolled	54
30. Number of other homes with 4-H Club members enrolled	6
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	485
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	61

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general (1) Name _____ (2) No. of members 89
 (b) Agricultural (1) Name _____ (2) No. of members 5
 (c) Home demonstration (1) Name _____ (2) No. of members 9
 (d) 4-H Club (1) Name _____ (2) No. of members 8
 (e) Older youth (1) Name _____ (2) No. of members 9

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

(a) Agricultural 2 (b) Home demonstration 13 (c) 4-H Club 1 (d) Older youth _____

35. Total number of communities in county. (Do not include number of neighborhoods.) 6

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. 6

37. Number of clubs or other groups organized to carry on adult home demonstration work. 11

38. Number of members in such clubs or groups. 177

39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) 2
 X X X X X X X X X X
44

40. Number of neighborhood and community leaders in the neighborhood-leader system. _____

41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:

(a) Adult work (1) Men 20 (2) Women 18 (b) 4-H Club and older youth work (1) Men _____ (2) Women 2 (3) Older club boys _____ (4) Older club girls _____

COOPERATIVE AGRICULTURAL PLANNING

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

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

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

44. Number of communities with agricultural planning committee (over-all planning) _____

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

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

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			<u>45</u>
(2) 4-H Club agents			<u>13</u>
(3) Agricultural agents			
(4) State extension workers			
48. Number of planning meetings held	(1) County _____ (2) Community _____		<u>2</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<u>20</u>
50. Days of assistance rendered by voluntary leaders or committeemen			<u>50</u>

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-20074-2

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	<i>Small legumes</i>	Pasture	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents								2		
(2) 4-H Club agents										
(3) Agricultural agents	6	3		21				7		
(4) State extension workers										
52. Number of communities in which work was conducted this year	4	6		6				6		
53. Number of voluntary local leaders or committeemen assisting this year	15	40		9				20		
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	57	14		40				150		
(2) The use of lime				175	15					
(3) The use of fertilizers	25	18		75	15			150		
(4) Controlling plant diseases		45		195				150		
(5) Controlling injurious insects				195				150		
(6) Controlling noxious weeds				3				5		
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Poultry (including turkeys)	Other livestock ¹
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents						5	
(2) 4-H Club agents							
(3) Agricultural agents	21	8		221	14	26	2
(4) State extension workers						3	
56. Number of communities in which work was conducted this year	6	2		6	6	6	2
57. Number of voluntary local leaders or committeemen assisting this year				20		12	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year				2			
59. Number of members in such circles, clubs, or associations				12			
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	2			20			
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males				10			
(2) Obtaining purebred or high-grade females				8			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	186	XXXXX
(4) Improving methods of feeding	2			350		201	
(5) Controlling external parasites				175		171	
(6) Controlling diseases and internal parasites				400		171	
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES

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

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	20
(b) In the use of recommended crop rotations.....	115
(c) With strip cropping.....	
(d) In constructing terraces.....	
(e) In grassing waterways or otherwise preventing or controlling gullies.....	
(f) With contour farming of cropland.....	
(g) In otherwise controlling wind or water erosion.....	
(h) In contouring pasture or range.....	
(i) In the use of cover or green-manure crops.....	350
(j) In summer-fallowing.....	
(k) In making depth-of-moisture tests.....	
(l) With drainage.....	20
(m) With irrigation.....	
(n) With land clearing.....	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	
(b) In making improved thinnings, weeding, or pruning of forest trees.....	
(c) With selection cutting.....	15
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	
68. Number of farmers cooperating this year in prevention of forest fires.....	50

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife.....	2
--	---

1 Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc. (a)	Individual farm planning, adjustments, tenancy, and other management problems (b)	Farm credit (short and long time) (c)	Outlook information (d)
70. Days devoted to line of work by—				2
(1) Home demonstration agents.....				
(2) 4-H Club agents.....				
(3) Agricultural agents.....	1	6		6
(4) State extension workers.....				
71. Number of communities in which work was conducted this year.....	1	4		6
72. Number of voluntary local leaders or committeemen assisting this year.....				
73. Number of farm-survey records taken during the year:				
(a) Farm business.....	2			
(b) Enterprise.....				
(c) Other.....				
74. Number of farmers assisted this year in keeping—				
(a) Farm inventory.....	6			
(b) General farm records.....	24			
(c) Enterprise records.....				
75. Number of farmers assisted this year—				
(a) In developing a farm plan only.....	5			
(b) In developing a farm and home plan.....				
(c) In analysing the farm business.....	5			
(d) In improving landlord-tenant relations and leasing arrangements.....				
		75		80
				20

75. Number of farmers assisted this year—Continued.

(e) In getting started in farming, or in re-locating.....	4
(f) With credit problems (debt adjustment and financial plans).....	12
(g) In using "outlook" to make farm adjustments.....	216
(A) With a farm-income statement for tax purposes.....	50
(i) With farm-labor problems.....	75
(j) In developing supplemental sources of income.....	20

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

¹ Include all work on farm adjustments conducted in cooperation with AAA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 8) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											1/2
(2) 4-H Club agents											
(3) Agricultural agents	1				2						
(4) State extension workers											
84. Number of communities in which work was conducted this year	6				6						
85. Number of voluntary local leaders or committeemen assisting this year	3				10						
86. Number of new cooperatives ² assisted in organizing during the year					1						
87. Number of established cooperatives ² assisted during the year	1										
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)	200										0
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
90. Number of farmers or families (not members of cooperatives) assisted during the year											50
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$ 75.00
92. Number of private marketing and distributing agencies and trade groups assisted this year											2
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											11
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² conducted this year (specify)											

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

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

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and other youth	The home, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by--				
(1) Home demonstration agents.....	325			3
(2) 4-H Club agents.....				
(3) Agricultural agents.....				
(4) State extension workers.....				
103. Number of communities in which work was conducted this year.....	6			6
104. Number of voluntary local leaders or committeemen assisting this year.....	12			6

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in--	
(a) Constructing dwellings.....	4
(b) Remodeling dwellings.....	4
(c) Installing sewage systems.....	
(d) Installing water systems.....	6
(e) Installing heating systems.....	
(f) Providing needed storage space.....	7
(g) Rearranging or improving kitchens.....	
(h) Improving arrangement of rooms (other than kitchens).....	1
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	150
(j) Selecting housefurnishings or equipment (other than electric).....	62
(k) Improving housekeeping methods.....	
(l) Laundry arrangement.....	2
(m) Installing sanitary closets or outhouses.....	
(n) Screening or using other recommended methods of controlling flies or other insects.....	
(o) Improving home grounds.....	
(p) Planting windbreaks or shelterbelts.....	

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity.....	
107. Number of families assisted this year in--	
(a) Obtaining electricity.....	4
(b) Selection or use of electric lights or home electrical equipment.....	
(c) Using electricity for income-producing purposes.....	

Farm Buildings—Continued

108. Number of farmers assisted this year in--	
(a) The construction of farm buildings.....	8
(b) Remodeling or repairing farm buildings.....	3
(c) Selection or construction of farm-building equipment.....	

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in--	
(a) The selection of mechanical equipment.....	60
(b) Making more efficient use of mechanical equipment.....	150
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	18
111. Number of gin stands assisted this year in the better ginning of cotton.....	

Sewing machine repair — 55

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	37	48	12	
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year	6	6	6	
114. Number of voluntary local leaders or committeemen assisting this year	12	12	12	
115. Number of families assisted this year—				
(a) In improving diets				171
(b) With food preparation				175
(c) In improving food supply by making changes in home food production ¹				175
(1) Of vegetables				
(2) Of fruits				75
(3) Of meats				
(4) Of milk				25
(5) Of poultry and eggs				25
(d) With home butchering, meat cutting or curing				20
(e) With butter or cheese making				
(f) With food-preservation problems ¹				25
(1) Canning				
(2) Freezing				15
(3) Drying				175
(4) Storing				155
(g) In producing and preserving home food supply according to annual food-supply budget				151
(h) In canning according to a budget				
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				1
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

¹ Sum of the subitems minus duplications due to families' participating in more than one activity.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Includes all work with clubs, 4-H Club members, and other groups		Home management—Family Economics—Continued	Clothing and Textiles	Family relationships—Child Development	Recreation and Community Life
Days devoted to line of work by—		(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	(a) Family Economics (b)	(a) Child Development (b)	(a) Recreation and Community Life (b)
118.	Number of communities in which work was conducted this year—	11	67	18	
119.	Number of voluntary local leaders or committeemen assisting this year—	6			
120.	Number of voluntary local leaders or committeemen assisting this year—	15			
Home Management—Family Economics—Continued					
121.	Number of families assisted this year—				
	(a) With time-management problems				
	(b) With home accounts				
	(c) With financial planning				
	(d) In improving use of credit for family living expenses				
	(e) In developing home industries as a means of supplementing income				
122.	Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—				
	(a) Food				
	(b) Clothing				
	(c) Home furnishings and equipment	27			
	(d) General household supplies				
123.	Number of families assisted this year through cooperative associations' or individually, with the buying of—				
	(a) Food				
	(b) Clothing				
	(c) Home furnishings and equipment				
	(d) General household supplies				
124.	Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications):				
125.	Number of families assisted this year with "making versus buying" decisions	35			
126.	Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	130			
Notes.—Individual families and groups assisted with selling problems should be reported in column (f), page 8.					
127. Number of families assisted this year with—					
	(a) Clothing-construction problems				
	(b) The selection of clothing and textiles				
	(c) Care, renovation, remodeling of clothing				
	(d) Clothing accounts or budgets				
128.	Number of families assisted this year—				
	(a) With child-development and guidance problems				
	(b) In improving family relationships				
129.	Number of families providing recommended clothing, furnishings, and play equipment for children this year				
130.	Number of different individuals participating this year in child-development and parent-education programs: (a) Men				
	(b) Women				
131.	Number of children in families represented by such individuals				
Recreation and Community Life—Continued					
132.	Number of families assisted this year in improving home recreation				
133.	Number of communities assisted this year in improving community recreational facilities				
134.	Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs				
135.	Number of communities established this year in—				
	(a) Club or assembly halls				
	(b) Permanent camp				
	(c) Community rest rooms				
136.	Number of communities assisted this year in providing library facilities				
137.	Number of school or other community groups improved this year according to recommendations				

* The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 10.
 † Includes question 122 also families buying through marketing cooperatives, organized or unorganized, column (b), p. 8.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	2		2		2.5	Aeres
139. Other cereals						Aeres
140. Peanuts	10		10		12.5	Aeres
141. Soybeans, field peas, alfalfa, and other legumes						Aeres
142. Soil conservation and pasture improvement						Aeres
143. Potatoes, Irish and sweet	1		1		.3	Aeres
144. Cotton						Aeres
145. Tobacco						Aeres
146. Fruits						Aeres
147. Home gardens	19	31	13	26	21.2	Aeres
148. Market gardens, truck and canning crops						Aeres
149. Other crops						Aeres
150. Poultry (including turkeys)	19	19	8	9	992	Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	7		5		5	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds						x x x x x x x x x x x x
159. Forestry						Aeres
160. Wildlife and nature study (rabbits, game, fur animals)						x x x x x x x x x x x x
161. Agricultural engineering, farm shop, electricity						{ Articles made
162. Farm management						{ Articles repaired
163. Food selection and preparation						x x x x x x x x x x x x
164. Food preservation		29		20	376	{ Meals planned
165. Health, home nursing, and first aid						{ Meals served
166. Clothing		60		44		{ Quarts canned
167. Home management						x x x x x x x x x x x x
168. Home furnishings and room improvement		60		44		{ 69 Garments made
169. Home industry, arts and crafts						{ 66 Garments remodeled
170. Junior leadership						Units
171. All others						{ 63 Rooms
172. Total (project enrollment and completion)	58	164	39	72		{ 51 Articles

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs. (Same as question 39) 2
174. Number of different 4-H Club members enrolled..... (a) Boys: 28 (b) Girls: 93
175. Number of different 4-H Club members completing..... (a) Boys: 21 (b) Girls: 60
176. Number of different 4-H Club members in school..... (a) Boys: 28 (b) Girls: 60
177. Number of different 4-H Club members out of school..... (a) Boys: 0 (b) Girls: 0
178. Number of different 4-H Club members from farm homes..... (a) Boys: 20 (b) Girls: 86
179. Number of different 4-H Club members from nonfarm homes..... (a) Boys: 8 (b) Girls: 7

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year.....	<u>22</u>	<u>18</u>	10 and under.....	<u>10</u>	<u>12</u>
2d.....	<u>22</u>	<u>29</u>	11.....	<u>21</u>	<u>18</u>
3d.....	<u>7</u>	<u>20</u>	12.....	<u>11</u>	<u>9</u>
4th.....	<u>3</u>	<u>9</u>	13.....	<u>9</u>	<u>13</u>
5th.....		<u>8</u>	14.....	<u>3</u>	<u>12</u>
6th.....		<u>2</u>	15.....		<u>13</u>
7th.....		<u>4</u>	16.....		<u>12</u>
8th.....			17.....		<u>4</u>
9th.....			18.....		
10th and over.....			19.....		
			20 and over.....		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—

- | | |
|--|--|
| (a) Judging..... | (f) Fire and accident prevention..... |
| (b) Giving demonstrations..... <u>12</u> | (g) Wildlife conservation..... |
| (c) Recreational leadership..... | (h) Keeping personal accounts..... <u>93</u> |
| (d) Music appreciation..... | (i) Use of economic information..... |
| (e) Health..... <u>114</u> | |

183. Number of 4-H Club members having health examination because of participation in the extension program.....

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs..... 13

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.
³ Same as footnote 2, except that reference is to completions instead of enrollments.

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40).....

186. Membership in such groups..... (a) Young men.....
 (b) Young women.....

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men.....						
(2) Young women.....	<u>93</u>			<u>93</u>		

188. Number of meetings of older rural youth extension groups.....

189. Total attendance at such meetings.....

190. Number of other older rural youth groups assisted.....

191. Membership in such groups..... (a) Young men.....
 (b) Young women.....

192. Number of older rural youth not in extension or other youth groups assisted..... (a) Young men.....
 (b) Young women.....

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications)..... 14
 (a) Young men.....
 (b) Young women.....

194. Check column showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-30 percent (c)	40 percent or more (d)
(1) Citizenship, democracy, and public problems.....				
(2) Vocational guidance.....				
(3) Family life and social customs.....				
(4) Social and recreational activities.....				
(5) Community service activities.....				
(6) Technical agriculture.....				
(7) Technical home economics, including nutrition and health.....				

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Insects (a)	General-beekeeper insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			18
(2) 4-H Club agents			20
(3) Agricultural agents			6
(4) State extension workers			15
196. Number of communities in which work was conducted this year			
197. Number of voluntary local leaders or committeemen assisting this year			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	85		60
(2) Problems arising from new military camps, munitions plants, and war industries			3
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	25		15
(4) Other war work (including collection of salvage material)	14		25

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents	1	18			4		4			1
(2) 4-H Club agents										
(3) Agricultural agents	20	2	4	15	1	10				
(4) State extension workers										
200. Number of communities in which work was conducted this year										
201. Number of voluntary local leaders or committeemen assisting this year										
202. Number of meetings participated in this year by extension workers										

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A **community** is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
 2. A **cooperator** is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
 3. **Days in field** should include all days spent on official duty other than "days in office."
 4. **Days in office** should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
 5. **Demonstrations** as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
A **method demonstration** is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
A **result demonstration** is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Example: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
- The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A **demonstration meeting** is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
 7. A **result demonstrator** is an adult, a boy, or a girl who conducts a result demonstration as defined above.
 8. An **extension school** is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not residents at the college.
 9. An **extension short course** differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
 10. A **farm or home visit** is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
 11. **Partners (or janitors) assisted this year** should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
 12. A **J-H Club** is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
 13. **J-H Club members enrolled** are those boys and girls who actually start the work outlined for the year.
 14. **J-H Club members completing** are those boys and girls who satisfactorily finish the work outlined for the year.
 15. A **project leader, local leader, or committeeman** is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
 16. A **leader-training meeting** is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
 17. **Letters** written should include all original letters on official business. (Duplicated letters should not be included.)
 18. An **office call** is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
 19. A **plan of work** is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
 20. An extension program is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
 21. **Records** consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
 22. The **older rural youth group** is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.