

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

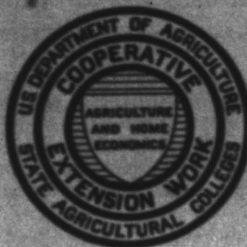
This report form is for use by county extension agents in making a combined statistical report on all extension work done in the county during the year. Agents resigning during the year should make out this report before quitting the service.

State Virginia County all leaving agents (99)

REPORT OF

<u>Eighty White</u> (Name) Home Demonstration Agent.	From <u>Dec. 1, 1942</u> to <u>Nov. 30, 1943</u>
<u>Three White</u> Assistant Home Demonstration Agent.	From <u>Dec. 1, 1942</u> to <u>Nov. 30, 1943</u>
<u>Thirteen White</u> 4-H Club Agent.	From _____ to _____, 194__
<u>Thirteen White</u> Assistant County Agent in charge of Club Work.	From <u>Dec. 1, 1942</u> to <u>Nov. 30, 1943</u>
<u>Ninety five White</u> Agricultural Agent.	From <u>Dec. 1, 1942</u> to <u>Nov. 30, 1943</u>
<u>Twenty four White</u> Assistant Agricultural Agent.	From <u>Dec. 1, 1942</u> to <u>Nov. 30, 1943</u>

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Do not tabulate



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date Feb 19th 1944

James K. Johnson
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 an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)		80 431	25 225	45 1,329	XXXXXX
2. Days devoted to work with adults ³		80 14,965	34 1,918	45 30,546	XXXXXX
3. Days devoted to work with 4-H Clubs and older youth ³		80 6,879	44 5,070	45 2,907	XXXXXX
4. Days in office ⁴		80 7,555	44 1,222	45 15,611	XXXXXX
5. Days in field ⁴		80 14,292	44 3,766	45 17,892	XXXXXX
6. Number of farm or home visits made in conducting extension work ⁴		80 34,361	44 8,752	45 56,702	70 98,240
7. Number of different farms or homes visited		80 17,368	43 4,224	45 27,216	45 48,217
8. Number of calls relating to extension work	(1) Office	80 41,155	36 6,067	45 304,170	45 327,787
	(2) Telephone	80 59,597	34 6,587	45 198,274	45 232,930
9. Number of news articles or stories published ⁵		78 6,400	51 685	45 5,084	45 11,993
10. Number of bulletins distributed		80 197,129	44 9,915	44 127,230	45 334,334
11. Number of radio talks broadcast or prepared for broadcasting		40 295	6 26	45 287	44 607
	(a) Number	35 124,724	3 6	74 1,022	42 1,752,176
	Total attendance of:				
12. Training meetings held for local leaders or committeemen	(1) Adult work	36 1,287	2 07	79 11,257	36 12,559
	(2) 4-H Club and older youth	73 7,737	2 79	36 2,102	80 9,823
	(a) Number	53 258	6 47	16 1,166	65 469
	Total attendance of:				
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	52 1,639	4 181	65 489	61 2,308
	(2) 4-H Club and older youth	80 9,804	7 164	74 2,581	74 12,589
	(a) Number	80 12,407	7 213	75 19,071	44 145,192
	(b) Total attendance	77 6,429	25 787	50 741	80 7,897
	(a) Number	73 117,563	22 17,197	30 13,295	84 146,273
	(b) Total attendance	34 324	1 10	45 2,467	64 2,688
14. Number of adult result demonstrations conducted		43 3,782	1 208	36 2,424	36 5,287
15. Meetings held at such result demonstrations	(1) Number	36 750	6 14	36 130	36 874
	(2) Total attendance	36 2,694	6 304	25 1,910	53 7,908
	(a) Number	6 22	2 8	17 28	25 61
	(b) Total attendance	6 175	2 73	17 377	23 625
16. Tours conducted	(1) Adult work	8 12	8 12	8 29	20 56
	(2) 4-H Club and older youth	8 154	8 143	8 459	20 756
	(a) Number	19 93	1 6	2 2	19 99
	(b) Total attendance	19 2,959	1 182	2 351	19 3,252
17. Achievement days held	(1) Adult work	25 84	7 49	17 44	32 163
	(2) 4-H Club and older youth	25 4,270	7 2,359	17 9,780	32 9,147

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 unless 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	2	-	-	2
		(b) Total members attending	2	-	-	2
		(c) Total others attending	-	-	-	-
	(2) 4-H Club and older youth	(a) Number	4 ⁵	6	3	13
		(b) Total boys attending	4	6	3	13
		(c) Total girls attending	5	2	1	8
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(d) Total others attending	3	1	3	7
		(a) Number	78	29	42	149
	(2) 4-H Club and older youth	(b) Total attendance	78	322	5,967	6,767
		(a) Number	63	36	52	151
	(1) Adult work	(b) Total attendance	63	1,808	1,498	3,969
		(a) Number	72	36	53	161
(2) 4-H Club and older youth	(b) Total attendance	72	3,941	33,486	38,399	
	(a) Number	72	3	44	119	
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(b) Total attendance	72	11	778	861
		(a) Number	72	3	44	119
	(2) 4-H Club and older youth	(b) Total attendance	72	2,326	9,340	11,738
		(a) Number	53	188	16	257
	(1) Adult work	(b) Total attendance	53	1,276	4,017	5,846
		(a) Number	53	3	18	74

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 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	95	190,076	149,782
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	93	114,199	
23. Number of farms involved in preceding question which were reached this year for the first time	91	13,910	
24. Number of nonfarm families making changes in practices as a result of the agricultural program	82	32,966	
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	82	62,731	
26. Number of farm homes involved in preceding question that were reached this year for the first time	81	17,383	
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	80	35,683	
28. Number of other homes involved in preceding question that were reached this year for the first time	79	15,003	
29. Number of farm homes with 4-H Club members enrolled	93	17,123	
30. Number of other homes with 4-H Club members enrolled	82	4,472	
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	95	140,548	135,614
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	94	51,477	69,782

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	County Boards of Agriculture '91	(2) No. of members	91	4,823
(b) Agricultural	(1) Name	County Boards of Agriculture '91	(2) No. of members	58	3,749
(c) Home demonstration	(1) Name	Home Demonstration Committee '91	(2) No. of members	78	1,605
(d) 4-H Club	(1) Name	4-H Club Councils '91	(2) No. of members	54	3,031
(e) Older youth	(1) Name	Rural Youth Clubs '10	(2) No. of members	10	200

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

(a) Agricultural ⁶⁸ 5191 (b) Home demonstration ⁶⁸ 2279 (c) 4-H Club ⁵² 2063 (d) Older youth ¹¹ 124

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

91 82279

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

91 520

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

79 1,068

38. Number of members in such clubs or groups

79 24,112

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.)

(a) 14 (b) 122 (c) 1 (d) 2

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

86 12,048

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

(a) Adult work	(1) Men ⁸⁷ 6,215	(b) 4-H Club and older youth work	(1) Men ⁴² 168	(3) Older club boys ²² 126
	(2) Women ⁸⁸ 9,283		(2) Women ⁹¹ 919	(4) Older club girls ³⁶ 315

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service 84 County Advisory Board

43. Number of members of such county agricultural planning group: 80

(a) Unpaid lay members: (1) Men 2,977 (2) Women ⁷⁶ 2,912 (3) Youth ¹³ 341
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men ⁶⁴ 828 (2) Women ⁵⁵ 294

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

72 688

45. Number of members of such community planning committees: (a) Men ⁷⁹ 4,277 (b) Women ⁷³ 4,239 (c) Youth ¹² 437

46. Was a county committee report prepared and released during the year? (a) Yes ⁴⁴ 44

(b) No ⁵³ 33

	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			78 5,335
(2) 4-H Club agents			37 756
(3) Agricultural agents			91 4,083
(4) State extension workers			67 1,252 1/2
48. Number of planning meetings held:			
(1) County			43 553
(2) Community			80 2,103
49. Number of unpaid voluntary leaders or committeemen assisting this year			91 17,306
50. Days of assistance rendered by voluntary leaders or committeemen			40 50,869 1/2

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).

CROP PRODUCTION (other than for family food supply)

Includes all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	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	-	-	1	-	-	-	-	70	4	45
(2) 4-H Club agents	127	29	115	875	875	25	39	3575	485	535
(3) Agricultural agents	924	5085	274	1375	1,2345	665	268	4,1175	5185	370
(4) State extension workers	41	305	7	48	755	2	215	115	170	345
52. Number of communities in which work was conducted this year	78	333	376	729	738	44	255	652	321	364
53. Number of voluntary local leaders or committeemen assisting this year	1,049	697	255	1,198	1,304	29	402	1,629	357	593
54. Number of farms visited this year in—										
(1) Obtaining improved varieties or strains of seed	6,025	1,917	1,106	6,961	2,278	443	1,229	5,755	315	1,197
(2) The use of lime	10,395	8,275	3,806	16,954	14,939	128	1,022	9,270	452	1,399
(3) The use of fertilizers	15,765	10,295	6,059	17,039	2,288	365	4,190	15,763	1,507	3,579
(4) Controlling plant diseases	1,669	4,085	1,522	1,442	282	831	3,190	12,610	3,726	1,570
(5) Controlling injurious insects	2,368	1,861	474	617	1,019	150	3,346	19,113	4,078	752
(6) Controlling noxious weeds	1,246	289	120	1,265	2,323	-	922	5,295	477	326
(7) Controlling rodents and other animals	743	199	75	114	75	-	3	754	1,767	219

LIVESTOCK PRODUCTION (other than for family food supply)

Includes all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock*
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents	3	10	1	-	-	37	2,695
(2) 4-H Club agents	44	4225	179	385	4	42	6,065
(3) Agricultural agents	2,033	1,794	671	3,118	3025	42	1,465
(4) State extension workers	249	117	45	90	1	61	261
56. Number of communities in which work was conducted this year	87	716	633	786	41	279	72
57. Number of voluntary local leaders or committeemen assisting this year	1,537	957	638	1,522	20	388	67
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	40	22	19	55	2	3	399
59. Number of members in such circles, clubs, or associations	760	383	1,242	194	1	9	372
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	382	77	56	123	-	25	226
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	453	805	521	748	11	27	463
(2) Obtaining purebred or high-grade females	931	830	475	1,010	26	26	5,680
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	67	6,385
(4) Improving methods of feeding	3,142	1,806	1,239	6,279	935	83	15,062
(5) Controlling external parasites	1,111	856	1,994	3,105	789	67	7,948
(6) Controlling diseases and internal parasites	1,619	5,685	5,129	11,691	402,925	82	10,113
(7) Controlling predatory animals	310	316	318	17	8	19	705

* Do not include rabbits, guinea, 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)
62. Days devoted to line of work by—	1	1	2
(1) Home demonstration agents	4	5	3
(2) 4-H Club agents	53 1/2	15	20
(3) Agricultural agents	1,732	282 1/2	48
(4) State extension workers	83 1/2	50	6
63. Number of communities in which work was conducted this year	82	73	29
64. Number of voluntary local leaders or committeemen assisting this year	1,694	272	156

Soil Management—Continued

65. Number of farmers assisted this year—		
(a) With problems of land use based on soil types	80	10,145
(b) In the use of recommended crop rotations	40	13,096
(c) With strip cropping	40	1,048
(d) In constructing terraces	24	168
(e) In grassing waterways or otherwise preventing or controlling gullies	48	3,078
(f) With contour farming of cropland	73	4,693
(g) In otherwise controlling wind or water erosion	34	3,842
(h) In contouring pasture or range	11	241
(i) In the use of cover or green-manure crops	80	14,759
(j) In summer-fallowing	19	1,600
(k) In making depth-of-moisture tests	3	12
(l) With drainage	40	347
(m) With irrigation	13	53
(n) With land clearing	24	232
66. Number of soil-management associations organized or assisted during the year:	43	
(a) Legal soil-conservation districts	14	43
(b) Voluntary soil-conservation associations	14	23
(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)	38	304
(b) In making improved thinnings, weedings, or pruning of forest trees	41	349
(c) With selection cutting	58	536
(d) With production of naval stores	2	138
(e) With production of maple-sirup products	3	7
(f) In timber estimating and appraisal	56	184
68. Number of farmers cooperating this year in prevention of forest fires	68	30,114

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	11	2,535
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* Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, ¹ tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents 13 62	3 12	—	42 275
(2) 4-H Club agents	22 206	9 46½	3 3	4 8
(3) Agricultural agents	82 1,464½	40 2,424¾	75 2,96½	62 341½
(4) State extension workers	33 128	24 222½	7 14	14 44
71. Number of communities in which work was conducted this year	73 621	87 722	68 407	62 606
72. Number of voluntary local leaders or committeemen assisting this year	37 518	45 1,003	24 297	40 1,350
73. Number of farm-survey records taken during the year:	(a) Farm business 24 1,225			
(b) Enterprise	14 2,132			
(c) Other	10 7,241			
74. Number of farmers assisted this year in keeping—	(a) Farm inventory 49 1,204			
(b) General farm records	73 2,984			
(c) Enterprise records	27 629			
75. Number of farmers assisted this year—	76 11,338	75. Number of farmers assisted this year—Continued.		
(a) In developing a farm plan only	30 283	(e) In getting started in farming, or in re-locating	75 1,024	
(b) In developing a farm and home plan	57 1,923	(f) With credit problems (debt adjustment and financial plans)	72 1,703	
(c) In analyzing the farm business	60 1,528	(g) In using "outlook" to make farm adjustments	47 15,068	
(d) In improving landlord-tenant relations and leasing arrangements		(h) With a farm-income statement for tax purposes	56 1,923	
		(i) With farm-labor problems	87 16,496	
		(j) In developing supplemental sources of income	64 2,466	

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.)	Land policy and programs (classification of land, zoning, leasing, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
	(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents 6 38½	1 4	1 4	11 28½
(2) 4-H Club agents	—	—	—	4 9
(3) Agricultural agents	23 111	21 56	12 47½	28 160½
(4) State extension workers	2 2	2 2	1 2	6 14
77. Number of communities in which work was conducted this year	21 185	18 90	12 63	28 98
78. Number of voluntary local leaders or committeemen assisting this year	12 464	4 27	8 50	11 347
79. Number of tours conducted this year to observe economic and social conditions in various land use areas				11 17
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				33 173
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)				31 765
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year				24 99

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

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool 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—	5		500-4	3	11	6			1	10	31
(1) Home demonstration agents	24	-	-	17	69 1/2	57	-	-	60	109 1/2	174
(2) 4-H Club agents	11 1/2	15 1/2	18	19	45 1/2	10	-	3	2	2	7
(3) Agricultural agents	31 1/2	41	72	309 1/2	226 3/4	471 1/2	6 1/2	40	100 1/2	101 1/2	66
(4) State extension workers	2 1/2	31	64	30	42 1/2	24 1/2	-	8	-	3	276 1/2
84. Number of communities in which work was conducted this year	301	425	559	345	349	327	9	152	110	17	515 1/2
85. Number of voluntary local leaders or committeemen assisting this year	226	404	579	280	360	326	-	46	40	61	442
86. Number of new cooperatives ² assisted in organizing during the year	2	-	7	2	16 1/2	10 1/2	-	-	-	48	109 1/2
87. Number of established cooperatives ² assisted during the year	36	9	98	21	9	13	-	9	9	3	433
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)	10,125	1,199	3,047	2,137	1,391	228	12	2	4,774	65	3,974
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ²	3,577,676	467,522	1,934,417	2,392,913	2,000,000	736,765	100,000	-	4,760,063	24,720	2,412,392
90. Number of farmers or families (not members of cooperatives) assisted during the year	1,432	2,548	1,524	1,021	2,177	3,596	5	309	1,039	370	4,801
91. Value of products sold or purchased by farmers or families involved in the preceding question	105,705	1,133,145	307,122	214,900	279,265	1,063,777	3,000,000	137,000	198,934	2,336	300,716
92. Number of private marketing and distributing agencies and trade groups assisted this year										46	250
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year										24	82
94. Number of marketing facilities improvement programs ² participated in or conducted this year										23	43
95. Number of marketing surveys assisted with or conducted this year										23	31
96. Number of special merchandising programs ² participated in or conducted this year										10	19
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year										26	27
98. Number of programs ² relating to marketing services and costs of distribution conducted this year										7	14
99. Number of programs ² relating to transportation problems conducted this year										45	79
100. Number of programs ² relating to the specific use of market information conducted this year										21	53
101. Number of other marketing programs ² conducted this year (specify)										6	6

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 plans of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—	79	9	2	15
(1) Home demonstration agents	1,945½	18	6	103
(2) 4-H Club agents	462½	6½	20	12
(3) Agricultural agents	68½	197½	333½	76
(4) State extension workers	93½	6	14½	15
103. Number of communities in which work was conducted this year	76	57	62	74
104. Number of voluntary local leaders or committeemen assisting this year	61	20	20	43
	1,465	94	120	344

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	53
(a) Constructing dwellings	536
(b) Remodeling dwellings	643
(c) Installing sewage systems	151
(d) Installing water systems	848
(e) Installing heating systems	115
(f) Providing needed storage space	6,335
(g) Rearranging or improving kitchens	2,835
(h) Improving arrangement of rooms (other than kitchens)	3,326
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	9,073
(j) Selecting housefurnishings or equipment (other than electric)	4,475
(k) Improving housekeeping methods	5,796
(l) Laundry arrangement	1,365
(m) Installing sanitary closets or outhouses	141
(n) Screening or using other recommended methods of controlling flies or other insects	5,328
(o) Improving home grounds	2,308
(p) Planting windbreaks or shelterbelts	149

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	9
107. Number of families assisted this year in—	32
(a) Obtaining electricity	35
(b) Selection or use of electric lights or home electrical equipment	50
(c) Using electricity for income-producing purposes	52

Farm Buildings—Continued

108. Number of farmers assisted this year in—	79
(a) The construction of farm buildings	65
(b) Remodeling or repairing farm buildings	48
(c) Selection or construction of farm-building equipment	79

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	67
(a) The selection of mechanical equipment	65
(b) Making more efficient use of mechanical equipment	66
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	1
111. Number of gin stands assisted this year in the better ginning of cotton	4

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—	77	79	76	70
(1) Home demonstration agents	2,765	3,581½	2,093	457½
(2) 4-H Club agents	209½	66½	39	16
(3) Agricultural agents	618½	167½	7½	45½
(4) State extension workers	141½	67½	20½	14
113. Number of communities in which work was conducted this year	84	79	70	57
114. Number of voluntary local leaders or committeemen assisting this year	5,409	3,179	1,923	262
115. Number of families assisted this year—				80
(a) In improving diets				37,901
(b) With food preparation				79
(c) In improving food supply by making changes in home food production ¹			91	26,174
(1) Of vegetables				56,040 76,831
(2) Of fruits				84
(3) Of meats				59
(4) Of milk				8,830
(5) Of poultry and eggs				71
(d) With home butchering, meat cutting or curing				2,187
(e) With butter or cheese making				8,362
(f) With food-preservation problems ²			91	26,797
(1) Canning				57
(2) Freezing				8,214
(3) Drying				75
(4) Storing				7,543
(g) In producing and preserving home food supply according to annual food-supply budget				83,386 68,210
(h) In canning according to a budget				82
(i) With child-feeding problems				54
(j) In the prevention of colds and other common diseases				1,824
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				73
(l) With first aid or home nursing				19,322
(m) In removing fire and accident hazards				81
116. Number of schools assisted this year in establishing or maintaining hot school lunches				27,052
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				60
				18,007
				68
				19,559
				53
				1,538
				46
				9,519
				23
				2,978
				50
				8,037
				48
				12,832
				52
				340
				23
				40

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

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents	61 642½	78 2,541	54 105½	55 397
	(2) 4-H Club agents	3 16	1 39	3 25	9 36
	(3) Agricultural agents	4 17½	1 1	2 15	7 26
	(4) State extension workers	20 32	27 44½	1 3	5 6
119. Number of communities in which work was conducted this year	54 452	69 693	13 98	46 397	
120. Number of voluntary local leaders or committeemen assisting this year	58 797	65 1,486	11 129	50 911	

Home Management—Family Economics—Continued

121. Number of families assisted this year—	55	
(a) With time-management problems	43	3,409
(b) With home accounts	24	730
(c) With financial planning	2	1,856
(d) In improving use of credit for family living expenses	2	60
(e) In developing home industries as a means of supplementing income	17	308
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	11	
(a) Food	9	74
(b) Clothing	24	79
(c) Housefurnishings and equipment	8	645
(d) General household supplies	4	142
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	37	
(a) Food	41	8,203
(b) Clothing	47	9,528
(c) Housefurnishings and equipment	31	5,812
(d) General household supplies	54	4,415
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	54	15,420
	52	12,607
125. Number of families assisted this year with "making versus buying" decisions	68	13,666
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	66	21,598

Note.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.

Clothing and Textiles—Continued

127. Number of families assisted this year with—	71	
(a) Clothing-construction problems	70	15,107
(b) The selection of clothing and textiles	77	13,481
(c) Care, renovation, remodeling of clothing	37	20,465
(d) Clothing accounts or budgets	37	3,409

Family Relationships—Child Development—Continued

128. Number of families assisted this year—		
(a) With child-development and guidance problems	16	513
(b) In improving family relationships	10	941
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	10	877
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	2	22
(b) Women	45	2,249

131. Number of children in families represented by such individuals	6	1,025
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Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	52	8,158
133. Number of communities assisted this year in improving community recreational facilities	35	214
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	49	619
135. Number of communities assisted this year in establishing—		
(a) Club or assembly hall	6	31
(b) Permanent camp	1	1
(c) Community rest rooms	4	5
136. Number of communities assisted this year in providing library facilities	15	173
137. Number of school or other community grounds improved this year according to recommendations	13	40

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 18.
² Includes question 122, also families buying through marketing cooperatives, organized or unorganized, column (k), p. 9.

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	209703	8	53	44844	3 4
139. Other cereals	2022	-	6	18	-
140. Peanuts	11399	1	10	267	-
141. Soybeans; field peas, alfalfa, and other legumes	2225	-	5	89	-
142. Soil conservation and pasture improvement	-	-	-	-	1
143. Potatoes, Irish and sweet	280	2020	38	18674	3 13
144. Cotton	14	-	1	42	-
145. Tobacco	119	42	32	281	2 2
146. Fruits	1114	4	74	308	1 42
147. Home gardens	274	38754071	77	1220	47 2468201
148. Market gardens, truck and canning crops	102106	277	146	10917	2 277
149. Other crops	2844	2	107	927	2
150. Poultry (including turkeys)	948	18180	847	93286	47 1491171
151. Dairy cattle	84844	128115	61	22253	23 9080
152. Beef cattle	29295	26	42	19505	7 24
153. Sheep	1027	21	24	2028	4 217
154. Swine	248303	24120	82	1867197	24 125158
155. Horses and mules	84	25	43	94	4 25
156. Other livestock	51	2	56	2425	1 1
157. Bees	8	-	2	2	-
158. Beautification of home grounds	1315	347795	27	29	40042
159. Forestry	1917	-	3	8	-
160. Wildlife and nature study (rabbits, game, fur animals)	2426	4 66	6	17	4 60
161. Agricultural engineering, farm shop, electricity	-	-	-	-	-
162. Farm management	5	40	-	-	28
163. Food selection and preparation	70	4236	1	43	38 3616
164. Food preservation	30	7441	-	-	62 5233
165. Health, home nursing, and first aid	-	318719	3	8	4 512
166. Clothing	-	8305	-	-	62 5243
167. Home management	-	808	-	-	16 402
168. Home furnishings and room improvement	14	3020	1	12	24 1405
169. Home industry, arts and crafts	-	42	-	-	2 77
170. Junior leadership	-	12319	1	1	6 112134
171. All others	2	14369	2	2	42 200103
172. Total (project enrollment and completion)	10135	34431	5884	23219	23219

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs. (Same as question 30)	74	948	
174. Number of different 4-H Club members enrolled.	93	94	
(a) Boys	3,401	(b) Girls	12,743
175. Number of different 4-H Club members completing.	90	72	
(a) Boys	5,127	(b) Girls	10,231
176. Number of different 4-H Club members in school.	93	94	
(a) Boys	9,103	(b) Girls	12,217
177. Number of different 4-H Club members out of school.	45	42	
(a) Boys	293	(b) Girls	531
178. Number of different 4-H Club members from farm homes.	93	94	
(a) Boys	8,068	(b) Girls	12,322
179. Number of different 4-H Club members from nonfarm homes.	67	72	
(a) Boys	1,333	(b) Girls	3,221

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	89	94	10 and under	90	90
2d	4,440	2,299	11	1,420	2,921
3d	2,181	4,001	12	1,588	3,130
4th	1,299	3,621	13	1,624	2,752
5th	719	1,522	14	1,216	2,220
6th	437	77	15	724	1,216
7th	207	460	16	434	737
8th	80	190	17	292	336
9th	29	60	18	98	129
10th and over	6	27	19	39	37
	3	6	20 and over	10	18

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

(a) Judging	39	1,969	(f) Fire and accident prevention	33	5,593
(b) Giving demonstrations	49	3,167	(g) Wildlife conservation	16	549
(c) Recreational leadership	38	952	(h) Keeping personal accounts	26	10,598
(d) Music appreciation	5	404	(i) Use of economic information	21	4,393
(e) Health	47	18,709			

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

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

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (c)	21-24 years (d)	25 years and older (e)
		Unmarried (b)	Married (f)			
(1) Young men	83	14	89	115	12	9
(2) Young women	172	13	92	207	60	23
	67	15	13	143	113	42
	149		82	729		

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

192. Number of older rural youth not in extension or other youth groups assisted

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

194. Check column showing approximate portion of older youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-29 percent (c)	30 percent or more (d)
(1) Citizenship, democracy, and public problems	4	3	3	4
(2) Vocational guidance	4	1		1
(3) Family life and social customs	3	7	1	
(4) Social and recreational activities	3	3	3	4
(5) Community service activities	2	4	2	3
(6) Technical agriculture	4	2	2	2
(7) Technical home economics, including nutrition and health	2	3	4	4

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 15, 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 column 2, except that reference is to completions instead of enrollments.

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	Bees (a)	General-feder insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—	2	2	36
(1) Home demonstration agents	7	3	468½
(2) 4-H Club agents	-	-	58
(3) Agricultural agents	13	86½	1,502½
(4) State extension workers	6	6	173
196. Number of communities in which work was conducted this year	14	63	44
197. Number of voluntary local leaders or committeemen assisting this year	3	69	30

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)	68	18	79
(2) Problems arising from new military camps, munitions plants, and war industries	424	410	4,909½
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	13	1	19
(4) Other war work (including collection of salvage material)	59	29	247
	66	81	1,295½

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	56	73	3	11	24	6	55	9	9	42
(2) 4-H Club agents	14	19	1	7	10	6	7	3	7	5
(3) Agricultural agents	91	64	52	40	60	60	67	70	61	73
(4) State extension workers	46	4	10	74	4	13	2	2	26	2
200. Number of communities in which work was conducted this year	54	76	67	62	44	54	70	48	57	57
201. Number of voluntary local leaders or committeemen assisting this year	62	45	31	43	28	30	27	19	34	19
202. Number of meetings participated in this year by extension workers	80	67	46	78	47	44	47	21	46	26
	2,429	724	213	1,481	275	283	173	44	153	192

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. Precise use of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* 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. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-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. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-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 *elder 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.

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 an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
1. Months of service this year (agents and assistants)		40 8,071	44 2,225	44 781,669	XXXXXXXX
2. Days devoted to work with adults *		40 16,685	59 1,918	44 736,261	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth *		40 7,975	44 3,070	44 874,907	XXXXXXXX
4. Days in office *		40 8,675	44 1,323	44 87,773	XXXXXXXX
5. Days in field *		40 16,053	44 3,766	44 823,395	XXXXXXXX
6. Number of farm or home visits made in conducting extension work *		40 37,567	44 4,755	44 775,488	120,232-75
7. Number of different farms or homes visited		40 19,203	45 4,224	44 756,179	759,062 57015
8. Number of calls relating to extension work	(1) Office (2) Telephone	40 23,343	44 8,067	44 731,018	342,823-75
9. Number of news articles or stories published *		40 40,422	44 6,577	44 781,952	240,433-75
10. Number of bulletins distributed		40 78,449	44 685	44 93,527	73,172
11. Number of radio talks broadcast or prepared for broadcasting		40 208,229	44 9,975	44 7462,267	7580,466
	(a) Number	40 295	44 26	44 287	607
	(b) Total attendance	40 7575 867	44 6	44 77 6321	92,222 2232
12. Training meetings held for local leaders or committeemen	(1) Adult work	40 36	44 2	44 77 14,577	36 16,188
	(a) Men leaders	40 73 1,290	44 51	44 36 4,229	12,767
	(c) Women leaders	40 53 311	44 47	44 17 2,098	63 60,887
	(2) 4-H Club and older youth	40 52 1,360	44 4	44 17	61 3,839
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	40 80 10,563	44 9 169	44 78 15,274	15,770
	(b) Total attendance	40 77 6,965	44 23 789	44 30 1,126	77,934
	(2) 4-H Club and older youth	40 77 1127,572	44 22 17,147	44 30 1,126	77,934
	(a) Number	40 43 4309	44 7 13	44 49 3209	7519
	(b) Total attendance	40 36 863	44 6 90	44 26 492	7,338
14. Number of adult result demonstrations conducted	(1) Number	40 36 6,750	44 6 304	44 25 9,956	12,010
15. Meetings held at such result demonstrations	(a) Number	40 6 30	44 2 87	44 17 92	80
	(b) Total attendance	40 6 207	44 2 73	44 17 736	1,226
16. Tours conducted	(1) Adult work	40 8 15	44 8 12	44 8 33	60
	(2) 4-H Club and older youth	40 8 154	44 8 193	44 8 572	899
	(a) Number	40 17 101	44 1 6	44 2 3	108
	(b) Total attendance	40 17 3,095	44 1 185	44 2 776	3,816
17. Achievement days held	(1) Adult work	40 25 100	44 9 49	44 17 53	188
	(2) 4-H Club and older youth	40 25 5,041	44 9 2,339	44 17 5,183	10,321

* Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
 * County total should equal sum of preceding three columns unless duplications due to two or more agents participating in same activity or accomplishment.
 * The sum of questions 7 and 8 should equal the sum of questions 4 and 5.
 * Do not count a single visit to both the farm and home as two visits.
 * Do not count items relating to motions of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (c)	4-H Club agents ¹ (b)	Agricultural agents (e)	County total ² (d)	
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number	2			2	
		(b) Total members attending	2	2		2	
		(c) Total others attending					
	(2) 4-H Club and older youth	(a) Number	4	5	7	6	17
		(b) Total boys attending	4	6	5	3	18
		(c) Total girls attending	5	1	2	1	9
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	78	29	29	136	
		(b) Total attendance	78	29	29	136	
		(c) Total others attending					
	(2) 4-H Club and older youth	(a) Number	6	7	4	3	20
		(b) Total attendance	6	7	4	3	20
		(c) Total others attending					
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	44	72	2,203	11	
		(b) Total attendance	44	72	2,203	11	
		(c) Total others attending					
	(2) 4-H Club and older youth	(a) Number	6	5	1	2	14
		(b) Total attendance	6	5	1	2	14
		(c) Total others attending					

¹ Includes assistant county agents in charge of 4-H Club work or who devote 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)	73	152,000	17,400
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	71	128,600	14,800
23. Number of farms involved in preceding question which were reached this year for the first time	72	16,623	
24. Number of nonfarm families making changes in practices as a result of the agricultural program	72	39,590	
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	71	67,051	
26. Number of farm homes involved in preceding question that were reached this year for the first time	70	18,632	
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	71	36,821	
28. Number of other homes involved in preceding question that were reached this year for the first time	73	15,656	
29. Number of farm homes with 4-H Club members enrolled	72	29,032	
30. Number of other homes with 4-H Club members enrolled	72	5,928	
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	73	160,349	15,843
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	72	58,186	6,021

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 <u>County Board of Agriculture</u> | 71 | (2) No. of members | 91 | 4,823✓ |
| (b) Agricultural | (1) Name <u>County Board of Agriculture</u> | 71 | (2) No. of members | 65 | 4,872✓ |
| (c) Home demonstration | (1) Name <u>Home Demonstration Committee</u> | 78 | (2) No. of members | 85 | 1,917✓ |
| (d) 4-H Club | (1) Name <u>4-H Club Councils</u> | 79 | (2) No. of members | 89 | 4,203✓ |
| (e) Older youth | (1) Name <u>Rural Youth Clubs</u> | 10 | (2) No. of members | 18 | 200✓ |

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

(a) Agricultural	962,592✓	(b) Home demonstration	962,997✓	(c) 4-H Club	6,72,391✓	(d) Older youth	1011	155✓
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35. Total number of communities in county. (Do not include number of neighborhoods.) 1477✓

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. 1,232✓

37. Number of clubs or other groups organized to carry on adult home demonstration work. 1,196✓

38. Number of members in such clubs or groups. 26,753✓

39. (a) Number of 4-H Clubs. (See question 173.) 1,073 (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) 59 (43 43) 162

40. Number of neighborhood and community leaders in the neighborhood-leader system. 3615,452✓

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

(a) Adult work	(1) Men <u>71,091,446✓</u>	(2) Women <u>11,203,10703✓</u>	(b) 4-H Club and older youth work	(1) Men <u>44,235✓</u>	(2) Women <u>1,482✓</u>	(3) Older club boys	4022	296✓
						(4) Older club girls	5036	64✓

COOPERATIVE AGRICULTURAL PLANNING

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

43. Number of members of such county agricultural planning group: 40

- | | | | | |
|---|-----------------------|---------------------|---------------------|-----|
| (a) Unpaid lay members: | (1) Men <u>2,977✓</u> | (2) Women <u>76</u> | (3) Youth <u>13</u> | 391 |
| (b) Paid representatives of public agencies or other agencies, or of organizations: | (1) Men <u>64</u> | 828 | (2) Women <u>55</u> | 294 |

44. Number of communities with agricultural planning committee (over-all planning) 72 688✓

45. Number of members of such community planning committees: (a) Men 24,2577✓ (b) Women 73,4039✓ (c) Youth 12 437✓

46. Was a county committee report prepared and released during the year? (a) Yes 44✓ (b) No 33 33✓

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents	9	461	470
(2) 4-H Club agents	20	456	476
(3) Agricultural agents	11	47	58
(4) State extension workers	24	104	128
48. Number of planning meetings held	(1) County <u>25</u>	531	556
	(2) Community <u>23</u>	1224	1247
49. Number of unpaid voluntary leaders or committeemen assisting this year	23	1224	1247
50. Days of assistance rendered by voluntary leaders or committeemen	23	1471	1494

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). Where extension 16-5074-2

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pasture (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—								7	2	2
(1) Home demonstration agents			1		2			70	4	45
(2) 4-H Club agents	32 297	29	115	875	875	26	39	53 572	13 486	17 834
(3) Agricultural agents	71 1,305	1,405	5,303	16,335	19,365	101	2,319	16,694	8,772	66 48,264 470 51
(4) State extension workers	27 94	305	7	2,549	2,765	2	11 214	1,113	57 170	11 265
52. Number of communities in which work was conducted this year	88 881	877	57 422	1,098	1,087	12 99	95 40	107 144	83 393	64 501
53. Number of voluntary local leaders or committeemen assisting this year	94 46	6033	3022	75 50	75 50	157 137	3221	72 97	44 422	34 20
54. Number of losses avoided this year in—										
(1) Obtaining improved varieties or strains of seed	112 85	24 73	24 55	47 71	69 51	14 7	33 20	43 57	55	30 20
(2) The use of lime	63 6,684	2,191	1,140	8,018	2,624	495	1,252	7,829	25 346	1,399
(3) The use of fertilizers	88 11,241	3,872	3,817	17,890	24,365	180	1,029	53,494	14,447	1,832 23
(4) Controlling plant diseases	48 2,260	2,532	1,567	31,506	22,330	104 52	508	5,112	2,165	43 4,087 35
(5) Controlling injurious insects	37 2,853	2,233	617	15 729	6 1,024	220	457	2,463	4,252	30 1,636 25
(6) Controlling noxious weeds	24 3,400	16 555	120	1,641	2,611	19	1,119	2,119	4,252	46 973 18
(7) Controlling rodents and other animals	21 961	437	75	119	75		3	1,078	1,783	230 8

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Swine (c)	Equine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock (g)
55. Days devoted to line of work by—							
(1) Home demonstration agents	43 19	1		2 5		35 72,992	
(2) 4-H Club agents	44 42,223	32 179	18 385	42 171 1/2	3 7	42 6,065	7 2,725
(3) Agricultural agents	72 2,277	48 1,835	24 1,171	24 3,318	4 2,323	10 2,252	34 7,206
(4) State extension workers	53 2,575	40 1,175	18 993	36 3,927	1 2	60 6,265	1 6
56. Number of communities in which work was conducted this year	87 864	65 682	48 487	71 132	6 304	1,085	30 126 23
57. Number of voluntary local leaders or committeemen assisting this year	73 1,284	47 977	23 832	22 138	20 912	24 2,526	10 29 7
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	21 55	11 21	19 19	17 16	1 2	9 20 66	1 2 3
59. Number of members in such circles, clubs, or associations	26 3,572	19 2,707	13 1,242	14 4,449	1	10 4,600	1 8
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	24 421	11 93	56 56	14 330	1 12	15 642	3 2 9
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	47 486	807	223	14 902	11	27 3,393	43 9
(2) Obtaining purebred or high-grade females	65 1,058	667	995	1,266	26	25 5,916	74 31
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
(4) Improving methods of feeding	72 3,670	1,905	1,239	2,413	2,976	7,549	75 54
(5) Controlling external parasites	47 1,670	447 923	1,495	1,707	2,799	2,431	31 21
(6) Controlling diseases and internal parasites	42 1,898	3,159	5,128	1,639	2,020	1,981	34 5
(7) Controlling predatory animals	1 212	316	318	2 51	8	17 984	1 1

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

CONSERVATION OF NATURAL RESOURCES

Includes all work with adults, 4-H Club members, and older youth	Soil management (a)		Forestry (b)		Wildlife conservation (c) ¹	
	1	2	1	2	1	2
62. Days devoted to line of work by—						
(1) Home demonstration agents	12	4 ✓	9	7 ✓	9	3 ✓
(2) 4-H Club agents	532 ✓		155 ✓		20 ✓	
(3) Agricultural agents	44 90 1,855 ✓		48 77 321 ✓		28 23 63 ✓	
(4) State extension workers	29 26 131 ✓		25 27 52 ✓		4 3 7 ✓	
63. Number of communities in which work was conducted this year	24 82 884 ✓		24 73 431 ✓		24 27 155 ✓	
64. Number of voluntary local leaders or committeemen assisting this year	30 48 2,063 ✓		34 27 361 ✓		44 11 210 ✓	

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	44 80 10,887 ✓
(b) In the use of recommended crop rotations	44 70 14,366 ✓
(c) With strip cropping	44 40 1,883 ✓
(d) In constructing terraces	34 24 302 ✓
(e) In grassing waterways or otherwise preventing or controlling gullies	68 48 3,249 ✓
(f) With contour farming of cropland	62 53 4,959 ✓
(g) In otherwise controlling wind or water erosion	42 34 4,226 ✓
(h) In contouring pasture or range	44 31 305 ✓
(i) In the use of cover or green-manure crops	44 30 17,815 ✓
(j) In summer-fallowing	24 17 1,788 ✓
(k) In making depth-of-moisture tests	4 3 42 ✓
(l) With drainage	44 40 512 ✓
(m) With irrigation	44 13 78 ✓
(n) With land clearing	54 24 358 ✓
66. Number of soil-management associations organized or assisted during the year:	48 43
(a) Legal soil-conservation districts	78 ✓
(b) Voluntary soil-conservation associations	14 23 ✓
(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)	44 38 327 ✓
(b) In making improved thinnings, weedings, or pruning of forest trees	40 41 440 ✓
(c) With selection cutting	64 58 678 ✓
(d) With production of naval stores	3 138 ✓
(e) With production of maple-sirup products	3 7 ✓
(f) In timber estimating and appraisal	44 36 295 ✓
68. Number of farmers cooperating this year in prevention of forest fires	82 68 33,280 ✓

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	44 11 2,603 ✓
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¹ Include nature study.

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—	3		1158	43	11	6			1	10	3331
(1) Home demonstration agents	24		1	18	73	27			60	108	195
(2) 4-H Club agents	113	123	82	19	15	10		3	2	2	17
(3) Agricultural agents	356	459	281	2373	70	23	20	12	118	1350	6873
(4) State extension workers	23	31	23	64	11	30	18	26	7	3	410
84. Number of communities in which work was conducted this year	4742	6658	6960	62	34	553	62	409	32	435	2417
85. Number of voluntary local leaders or committeemen assisting this year	14	22	23	33	44	130	34	464	1	10	160
86. Number of new cooperatives ² assisted in organizing during the year	2		7	3	1	1	1				
87. Number of established cooperatives ² assisted during the year	36	9	46	16	8	9			9	2	1543
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)	10125	1199	8067	2146	1391	928	18	2	4774	65	4074
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	377680	467520	193709	237878	2000000	75765			420000	247200	2400000
90. Number of farmers or families (not members of cooperatives) assisted during the year	2420	3043	1620	1057	3750	3947	32	17	48	7	40
91. Value of products sold or purchased by farmers or families involved in the preceding question	2152	3043	1620	1057	3750	3947	35	331	1039	378	5433
92. Number of private marketing and distributing agencies and trade groups assisted this year											4946
93. Number of programs ³ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											24
94. Number of marketing facilities improvement programs ³ participated in or conducted this year											23
95. Number of marketing surveys assisted with or conducted this year											23
96. Number of special merchandising programs ³ participated in or conducted this year											10
97. Number of consumer information programs ³ pertaining to marketing and distribution participated in or conducted this year											26
98. Number of programs ³ relating to marketing services and costs of distribution conducted this year											7
99. Number of programs ³ relating to transportation problems conducted this year											45
100. Number of programs ³ relating to the specific use of market information conducted this year											21
101. Number of other marketing programs ³ conducted this year (specify)											6

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 older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—	87 77	9	2	13
(1) Home demonstration agents	2,080 1/2 ✓	18 ✓	6 ✓	103 ✓
(2) 4-H Club agents	46 29 ✓	6 1/2 ✓	20	66 1/2 ✓
(3) Agricultural agents	77 28 199 1/2 ✓	77 66 211 3/10 ✓	46 73 452 3/4 ✓	48 76 819 3/4 ✓
(4) State extension workers	37 25 97 1/2 ✓	5 6 ✓	4 8 17 1/2 ✓	10 15 35 1/2 ✓
103. Number of communities in which work was conducted this year	77 76 848 ✓	60 57 287 ✓	70 62 458 ✓	40 74 620 ✓
104. Number of voluntary local leaders or committeemen assisting this year	81 61 1,776 ✓	25 20 104 ✓	38 20 304 ✓	56 43 566 ✓

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	85 53
(a) Constructing dwellings	619 ✓
(b) Remodeling dwellings	84 48 843 ✓
(c) Installing sewage systems	34 29 165 ✓
(d) Installing water systems	63 56 860 ✓
(e) Installing heating systems	24 17 117 ✓
(f) Providing needed storage space	41 68 7,025 ✓
(g) Rearranging or improving kitchens	74 57 3,139 ✓
(A) Improving arrangement of rooms (other than kitchens)	69 55 3,844 ✓
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	41 75 9,660 ✓
(j) Selecting housefurnishings or equipment (other than electric)	65 55 4,546 ✓
(k) Improving housekeeping methods	47 47 6,887 ✓
(l) Laundry arrangement	24 30 1,435 ✓
(m) Installing sanitary closets or outhouses	30 18 354 ✓
(n) Screening or using other recommended methods of controlling flies or other insects	63 38 4,239 ✓
(o) Improving home grounds	81 55 3,106 ✓
(p) Planting windbreaks or shelterbelts	4 7 164 ✓

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	9 90 16
107. Number of families assisted this year in—	44 33 1293 ✓
(a) Obtaining electricity	2,248 ✓
(b) Selection or use of electric lights or home electrical equipment	30 30 802 ✓
(c) Using electricity for income-producing purposes	76 52 828 ✓ 5

Farm Buildings—Continued

108. Number of farmers assisted this year in—	77 77
(a) The construction of farm buildings	1,629 ✓
(b) Remodeling or repairing farm buildings	82 65 1,487 ✓
(c) Selection or construction of farm-building equipment	57 48 647 ✓

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	82 67
(a) The selection of mechanical equipment	6,062 ✓
(b) Making more efficient use of mechanical equipment	82 65 5,632 ✓
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	87 66 11,609 ✓
111. Number of gin stands assisted this year in the better ginning of cotton	2-1 34 ✓

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—	87	87	76	46
(1) Home demonstration agents	77 3,567 ✓	77 4,156 1/2 ✓	76 2,312 ✓	40 576 1/2 ✓
(2) 4-H Club agents	24 209 1/2 ✓	14 66 1/2 ✓	1 39 ✓	6 16 ✓
(3) Agricultural agents	44 60 1,626 1/2 ✓	44 25 2,49 1/2 ✓	44 10 62 3/4 ✓	44 14 112 1/2 ✓
(4) State extension workers	44 36 1,71 1/2 ✓	44 37 79 1/2 ✓	44 19 25 1/2 ✓	44 2 16 ✓
113. Number of communities in which work was conducted this year	44 84 1,256 ✓	44 77 1,148 ✓	44 70 852 ✓	44 37 560 ✓
114. Number of voluntary local leaders or committeemen assisting this year	44 75 6,804 ✓	44 69 4,121 ✓	44 60 2,230 ✓	44 31 1,122 ✓
115. Number of families assisted this year—			80	104
(a) In improving diets			77	46 42,162 ✓
(b) With food preparation			77	46 28,736 ✓
(c) In improving food supply by making changes in home food production ¹			87	91 68,298 87,665 ✓
(1) Of vegetables			87	44 70,194 ✓
(2) Of fruits			57	80 9,704 ✓
(3) Of meats			71	104 27,680 ✓
(4) Of milk			71	109 11,346 ✓
(5) Of poultry and eggs			81	104 32,958 ✓
(d) With home butchering, meat cutting or curing			57	80 9,349 ✓
(e) With butter or cheese making			75	94 8,443 ✓
(f) With food-preservation problems ¹			71	87 58,018 77,488 ✓
(1) Canning			82	75 41,623 70,523 ✓
(2) Freezing			24	48 4,900 1,877 ✓
(3) Drying			73	44 21,166 ✓
(4) Storing			81	109 31,734 ✓
(g) In producing and preserving home food supply according to annual food-supply budget			60	85 21,958 ✓
(A) In canning according to a budget			68	48 25,601 ✓
(i) With child-feeding problems			33	44 1,894 ✓
(j) In the prevention of colds and other common diseases			46	48 10,296 ✓
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)			23	30 3,624 ✓
(l) With first aid or home nursing			50	51 8,428 ✓
(m) In removing fire and accident hazards			48	80 14,190 ✓
116. Number of schools assisted this year in establishing or maintaining hot school lunches			52	48 386 ✓
117. Number of nutrition or health clinics organized this year through the efforts of extension workers			23	24 84 ✓

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

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents	4061 724 1/2 ✓	2078 2,750 ✓	5934 173 1/2 ✓	6255 457 ✓
	(2) 4-H Club agents	3 16 ✓	1 59 ✓	3 25 ✓	9 36 ✓
	(3) Agricultural agents	4 17 1/2 ✓	1 1 ✓	2 13 ✓	147 62 ✓
	(4) State extension workers	20 32 ✓	2927 46 1/2 ✓	1 3 ✓	5 6 ✓
119. Number of communities in which work was conducted this year	4034 555 ✓	4967 787 ✓	2318 117 ✓	4046 527 ✓	
120. Number of voluntary local leaders or committeemen assisting this year	4038 913 ✓	2062 1,580 ✓	4411 160 ✓	4435 1,066 ✓	

Home Management—Family Economics—Continued

121. Number of families assisted this year—	3336
(a) With time-management problems	43 44 3,795 ✓
(b) With home accounts	24 28 850 ✓
(c) With financial planning	2 2 1,854 ✓
(d) In improving use of credit for family living expenses	2 2 60 ✓
(e) In developing home industries as a means of supplementing income	2417 361 ✓
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	4311
(a) Food	107 101 ✓
(b) Clothing	2627 91 ✓
(c) Housefurnishings and equipment	4 8 659 ✓
(d) General household supplies	4 8 152 ✓
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	3432
(a) Food	4341 8,294 ✓
(b) Clothing	3037 9,589 ✓
(c) Housefurnishings and equipment	3231 5,833 ✓
(d) General household supplies	3231 4,418 ✓
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	4654 15,543 ✓
125. Number of families assisted this year with "making versus buying" decisions	7968 14,169 ✓
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	7666 22,275 ✓
NOTE.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.	

Clothing and Textiles—Continued

127. Number of families assisted this year with—	7771 13,982 ✓
(a) Clothing-construction problems	7670 13,822 ✓
(b) The selection of clothing and textiles	8577 21,578 ✓
(c) Care, renovation, remodeling of clothing	4437 3,966 ✓
(d) Clothing accounts or budgets	
Family Relationships—Child Development—Continued	
128. Number of families assisted this year—	
(a) With child-development and guidance problems	4716 522 ✓
(b) In improving family relationships	4710 1,383 ✓
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	4710 1,114 ✓
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	42 3735 ✓
(b) Women	75 244271 ✓
131. Number of children in families represented by such individuals	46 2,229,126

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	4452 9,178 ✓	
133. Number of communities assisted this year in improving community recreational facilities	4335 460 ✓	
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	4344 720 ✓	
135. Number of communities assisted this year in establishing—	(a) Club or community house	46 32 ✓
	(b) Permanent camp	1 1 ✓
	(c) Community rest rooms	4 5 ✓
136. Number of communities assisted this year in providing library facilities	4815 177 ✓	
137. Number of school or other community grounds improved this year according to recommendations	4713 54 ✓	

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.

² Includes question 124, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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	86	19	75	10	80	1,779 1/2 Acres
139. Other cereals	9	20	8	18	8	81 Acres
140. Peanuts	24	20	21	16	22	620 1/2 Acres
141. Soybeans, field peas, alfalfa, and other legumes	9	24	5	10	5	34 1/2 Acres
142. Soil conservation and pasture improvement	1	2	1	2	2	14 1/2 Acres
143. Potatoes, Irish and sweet	60	68	55	55	52	186 3/4 Acres
144. Cotton	12	3	9	3	9	57 Acres
145. Tobacco	50	4	27	2	27	147 Acres
146. Fruits	6		7	4	8	139 Acres
147. Home gardens	113	7,328	108	2,816	110	5,970 1/2 Acres
148. Market gardens, truck and canning crops	22	4	18	39	17	48 1/2 Acres
149. Other crops	14	2	10	3	11	1,345 3/4 Acres
150. Poultry (including turkeys)	120	4,103	115	1,114	117	268,312 Birds
151. Dairy cattle	83	142	72	97	73	1,902 Animals
152. Beef cattle	77	27	48	25	41	279 Animals
153. Sheep	34	21	25	21	26	575 Animals
154. Swine	117	354	115	250	111	7,158 Animals
155. Horses and mules	3	25	5	9	5	12 Animals
156. Other livestock	12	5	7	37	7	287 Animals
157. Bees	1		2	5	1	5 Colonies
158. Beautification of home grounds	11	1,386	8	210	32	924
159. Forestry	6	19	3	8		
160. Wildlife and nature study (rabbits, game, fur animals)	10	66	6	17	4	60
161. Agricultural engineering, farm shop, electricity					2	146 Articles made 5 728 Articles repaired
162. Farm management	10	41			2	29
163. Food selection and preparation	3	5,323	3	133	45	3,753 Meals planned 53 87,333 Meals served
164. Food preservation	3	9,407	2	50	71	6,914 Quarts canned
165. Health, home nursing, and first aid	2	1,097	3	106	12	862
166. Clothing	1	9,026	1	59	68	6,005 Garments made 63 11,079 Garments remodeled
167. Home management	1	903	1	12	17	530 Units
168. Home furnishings and room improvement	3	1,970	3	60	33	2,709 Rooms
169. Home industry, arts and crafts	1	100	1	5	3	3,545 Articles
170. Junior leadership	3	218	3	27	10	205
171. All others	2	367	2	2	6	286
172. Total (project enrollment and completion)	125	42,057	123	11,344	124	30,950

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs. (Same as question 39) 1,377 ✓
174. Number of different 4-H Club members enrolled. (a) Boys 17,926 ✓ (b) Girls 23,423 ✓
175. Number of different 4-H Club members completing. (a) Boys 9,754 ✓ (b) Girls 15,771 ✓
176. Number of different 4-H Club members in school. (a) Boys 13,635 ✓ (b) Girls 21,047 ✓
177. Number of different 4-H Club members out of school. (a) Boys 1,321 ✓ (b) Girls 1,355 ✓
178. Number of different 4-H Club members from farm homes. (a) Boys 13,291 ✓ (b) Girls 18,565 ✓
179. Number of different 4-H Club members from nonfarm homes. (a) Boys 1,712 ✓ (b) Girls 3,864 ✓

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	87	7,346	10 and under	1,424	3,022
2d	70	3,477	11	2,327	5,322
3d	86	2,101	12	2,630	4,892
4th	81	1,263	13	2,375	3,623
5th	66	1,263	14	2,023	2,926
6th	75	510	15	1,325	2,022
7th	52	246	16	912	1,323
8th	17	182	17	704	876
9th	3	69	18	371	453
10th and over	7	60	19	204	247
			20 and over	197	204

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging 2,952 ✓ (f) Fire and accident prevention 6,083 ✓
- (b) Giving demonstrations 4,611 ✓ (g) Wildlife conservation 1,499 ✓
- (c) Recreational leadership 1,363 ✓ (h) Keeping personal accounts 15,097 ✓
- (d) Music appreciation 2,621 ✓ (i) Use of economic information 2,228 ✓
- (e) Health 13,823 ✓

183. Number of 4-H Club members having health examination because of participation in the extension program 14 ✓
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs 61 ✓

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) 90 ✓
186. Membership in such groups (a) Young men 293 ✓ (b) Young women 264 ✓

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (a)	21-25 years (a)	26 years and older (a)
		Unmarried (b)	Married (b)			
(1) Young men	183	145	7	132	96	29
(2) Young women	91	15	10	194	201	60

188. Number of meetings of older rural youth extension groups 211 ✓
189. Total attendance at such meetings 4,051 ✓
190. Number of other older rural youth groups assisted (a) Young men 5 ✓ (b) Young women 865 ✓
191. Membership in such groups (a) Young men 47 ✓ (b) Young women 865 ✓
192. Number of older rural youth not in extension or other youth groups assisted (a) Young men 47 ✓ (b) Young women 141 ✓
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) (a) Young men 371 ✓ (b) Young women 762 ✓

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

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 12, 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.

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs. (Same as question 39) _____
174. Number of different 4-H Club members enrolled _____ (a) Boys ¹ _____ (b) Girls ² _____
175. Number of different 4-H Club members completing _____ (a) Boys ¹ _____ (b) Girls ² _____
176. Number of different 4-H Club members in school _____ (a) Boys _____ (b) Girls _____
177. Number of different 4-H Club members out of school _____ (a) Boys _____ (b) Girls _____
178. Number of different 4-H Club members from farm homes _____ (a) Boys _____ (b) Girls _____
179. Number of different 4-H Club members from nonfarm homes _____ (a) Boys _____ (b) Girls _____

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
			10 and under		
1st year			11		
2d			12		
3d			13		
4th			14		
5th			15		
6th			16		
7th			17		
8th			18		
9th			19		
10th and over			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 _____ (g) Wildlife conservation _____
- (c) Recreational leadership _____ (h) Keeping personal accounts _____
- (d) Music appreciation _____ (i) Use of economic information _____
- (e) Health _____
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 _____

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 (c)	21-24 years (d)	25 years and older (e)
		Unmarried (b)	Married (c)			
(1) Young men						
(2) Young women						

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) _____ (a) Young men _____ (b) Young women _____

194. Check column showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10-20 percent (b)	20-30 percent (c)	30 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				

4-H CLUB MEMBERSHIP ¹

173. Number of 4-H Clubs. (Same as question 39) _____
174. Number of different 4-H Club members enrolled. (a) Boys ² _____ (b) Girls ² _____
175. Number of different 4-H Club members completing. (a) Boys ² _____ (b) Girls ² _____
176. Number of different 4-H Club members in school. (a) Boys _____ (b) Girls _____
177. Number of different 4-H Club members out of school. (a) Boys _____ (b) Girls _____
178. Number of different 4-H Club members from farm homes. (a) Boys _____ (b) Girls _____
179. Number of different 4-H Club members from nonfarm homes. (a) Boys _____ (b) Girls _____

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
			10 and under		
1st year			11		
2d			12		
3d			13		
4th			14		
5th			15		
6th			16		
7th			17		
8th			18		
9th			19		
10th and over			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 _____ | (g) Wildlife conservation _____ |
| (c) Recreational leadership _____ | (h) Keeping personal accounts _____ |
| (d) Music appreciation _____ | (i) Use of economic information _____ |
| (e) Health _____ | |

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 _____

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 (c)	21-24 years (d)	25 years and older (e)
		Unmarried (b)	Married (f)			
(1) Young men						
(2) Young women						

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) (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)	20-39 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 _____				

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 15, 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.

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	Bees (a)	General-honey insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—	2	2	37 26
(1) Home demonstration agents	7 ✓	3 ✓	477 1/2 ✓
(2) 4-H Club agents			10 58 ✓
(3) Agricultural agents	13 25 1/2 ✓	11 8 1/2 ✓	4764 1,595 3/4 ✓
(4) State extension workers	6 15 ✓	5 6 ✓	12 173 ✓
196. Number of communities in which work was conducted this year	14 76 ✓	11 63 ✓	6044 496 ✓
197. Number of voluntary local leaders or committeemen assisting this year	3 19 ✓	4 69 ✓	20,02,579 ✓

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—	76 68	18	46 77
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	44 13 1,680 ✓	1 410 ✓	24 17 2,690 3/10 ✓
(2) Problems arising from new military camps, munitions plants, and war industries	60 57 50 ✓	1 1 ✓	24 17 305 ✓
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	40 57 876 1/2 ✓	9 29 ✓	20 54 707 ✓
(4) Other war work (including collection of salvage material)	40 66 1,090 1/2 ✓	17 21 ✓	47 71 1,774 1/2 ✓

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	42 56 ✓ 378 1/4 ✓	74 73 ✓ 266 1/2 ✓	3 ✓	42 11 ✓ 27 ✓	25 24 ✓ 77 ✓	6 ✓ 14 1/2 ✓	26 55 ✓ 187 1/2 ✓	9 ✓ 15 1/2 ✓	9 ✓ 68 ✓	44 42 ✓ 200 ✓
(2) 4-H Club agents	14 9 1/2 ✓	19 ✓	9 ✓	7 2 1/2 ✓	10 ✓	11 1/2 ✓	5 10 ✓	3 6 ✓	7 39 1/2 ✓	14 ✓
(3) Agricultural agents	44 281 ✓	44 223 1/2 ✓	20 36 66 1/2 ✓	42 28 202 1/2 ✓	23 23 45 1/2 ✓	20 48 180 1/2 ✓	40 27 79 1/2 ✓	10 172 ✓	40 2 3,653 ✓	40 2 1,543 ✓
(4) State extension workers	16 62 ✓	7 14 ✓	26 ✓	14 149 1/2 ✓	17 1/2 ✓	13 58 ✓	2 14 1/2 ✓	2 35 ✓	26 159 ✓	2 15 ✓
200. Number of communities in which work was conducted this year	40 84 ✓ 729 ✓	40 76 ✓ 860 ✓	43 67 ✓ 503 ✓	40 82 ✓ 991 ✓	42 77 ✓ 464 ✓	43 54 ✓ 239 ✓	42 70 ✓ 593 ✓	43 48 ✓ 223 ✓	40 57 ✓ 570 ✓	40 37 ✓ 372 ✓
201. Number of voluntary local leaders or committeemen assisting this year	77 62 ✓ 2,347 ✓	70 45 ✓ 3,854 ✓	77 81 ✓ 792 ✓	62 43 ✓ 2,038 ✓	34 25 ✓ 364 ✓	46 30 ✓ 634 ✓	42 27 ✓ 559 ✓	24 17 ✓ 196 ✓	37 24 ✓ 498 ✓	26 17 ✓ 568 ✓
202. Number of meetings participated in this year by extension workers	40 80 ✓ 2,499 ✓	45 67 ✓ 812 ✓	48 46 ✓ 268 ✓	46 78 ✓ 1,596 ✓	44 47 ✓ 283 ✓	41 44 ✓ 362 ✓	40 47 ✓ 263 ✓	40 21 ✓ 52 ✓	44 46 ✓ 161 ✓	36 26 ✓ 202 ✓

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* 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. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-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. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-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.

Negro

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 37 Counties (Negro)

REPORT OF

S. A. Jenkins
(Name) Home Demonstration Agent.

From Dec. 1, 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__

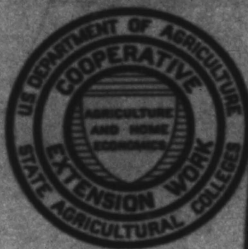
J. L. Charley
State Agricultural Agent.

From _____ to _____, 194__

W. B. Patton
Assistant Agricultural Agent.

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

Sabulate



TRANSFER		SECOND	ADDED	THIRD
MADE	VERIFIED	CHECK		
<u>AE</u>	<u>SR</u>	<u>M. S.</u>		
<u>SR</u>	<u>AE</u>	<u>unk.</u>		

READ SUGGESTIONS, PAGES 2 AND 16

Dec. 8, 1943

John L. Charley
S. A. Jenkins

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 an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES—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	—	—	—	—	
		(c) Total others attending	—	—	—	—	
	(2) 4-H Club and older youth	(a) Number	—	—	—	—	
		(b) Total boys attending	—	—	—	—	
		(c) Total girls attending	—	—	—	—	
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	177		947	1124	
		(b) Total attendance	7102		54881	61983	
	(2) 4-H Club and older youth	(a) Number	64		451	515	
		(b) Total attendance	1927		10478	12405	
	20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	148		402	550
			(b) Total attendance	1663		7373	9035
(2) 4-H Club and older youth		(a) Number	160		339	499	
		(b) Total attendance	2327		6220	8547	

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 encampment.
³ Does not include picnic, rallies, and short courses, which should be reported under question 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	27	27929	2603
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	27	14457	
23. Number of farms involved in preceding question which were reached this year for the first time	27	2713	
24. Number of nonfarm families making changes in practices as a result of the agricultural program	24	1624	
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	9	4320	
26. Number of farm homes involved in preceding question that were reached this year for the first time	9	1249	
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	4	1168	
28. Number of other homes involved in preceding question that were reached this year for the first time	9	653	
29. Number of farm homes with 4-H Club members enrolled	37	6912	
30. Number of other homes with 4-H Club members enrolled	27	956	
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	34	14801	20229
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	32	2629	3233

EXTENSION ORGANIZATION AND PLANNING

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

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

24. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
 (a) Agricultural 404 (b) Home demonstration 3118 (c) 4-H Club 328 (d) Older youth _____

25. Total number of committees in county. (Do not include number of neighborhoods.)
 26. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees.
 27. Number of clubs or other groups organized to carry on adult home demonstration work.
 28. Number of members in such clubs or groups.
 29. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for support of extension work with older rural youth. (See question 183.)

COOPERATIVE AGRICULTURAL PLANNING

40. Number of neighborhood and community leaders in the neighborhood-leader system.
 41. Number of different voluntary local leaders or committees actively engaged in forwarding the extension program:
 (a) Adult work (1) Men 1631 (2) Women 430 (3) 4-H Club and older youth work (1) Men 1563 (2) Women 563 (3) Older club boys 160 (4) Older club girls 249

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 _____ (3) Youth _____

44. Number of communities with agricultural planning committees (over-all planning) _____ (a) Men _____ (b) Women _____ (c) Youth _____
 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 _____

47. Days devoted to lines of work by:

	(1) Home demonstration agents		(2) 4-H Club agents		(3) Agricultural agents		(4) State extension workers	
	(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
48. Number of planning meetings held	9	461	1	16	7	50	1	521
49. Number of unpaid voluntary leaders or committeemen assisting this year	11	49	3	10	24	104	3	148
50. Days of assistance rendered by voluntary leaders or committeemen	24	534	4	56	23	1234	3	51843
	23	1471	5	52	23	1471	5	23144

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

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—					2					
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	384	132	29	258	262	35	51	553	64	100
(4) State extension workers	3	-	-	1	3	-	-	2	-	2
52. Number of communities in which work was conducted this year	235	123	46	247	202	55	42	292	72	137
53. Number of voluntary local leaders or committeemen assisting this year	230	120	73	304	232	110	63	633	71	258
54. Number of hours assisted this year in—										
(1) Obtaining improved varieties or strains of seed	676	264	34	1057	346	52	23	2096	31	152
(2) The use of lime	846	600	11	896	523	120	7	622	15	338
(3) The use of fertilizers	2088	944	76	812	443	117	318	2549	65	490
(4) Controlling plant diseases	591	473	45	62	71	80	71	1257	130	136
(5) Controlling injurious insects	485	61	45	112	5	70	111	3550	175	221
(6) Controlling noxious weeds	894	266	-	376	88	19	172	7042	23	258
(7) Controlling rodents and other animals	218	238	-	-	-	-	-	340	16	11

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
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents	4			5		10	
(2) 4-H Club agents							
(3) Agricultural agents	264	41	6	917	210	560	49
(4) State extension workers	2	-	-	3	1	4	-
56. Number of communities in which work was conducted this year	148	49	2	328	25	304	32
57. Number of voluntary local leaders or committeemen assisting this year	247	20	1	616	24	535	23
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	26	19	-	76	-	34	32
59. Number of members in such circles, clubs, or associations	687	204	-	255	-	430	8
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	45	16	-	207	12	416	6
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	33	4	2	154	-	380	6
(2) Obtaining purebred or high-grade females	127	37	-	256	-	736	25
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
(4) Improving methods of feeding	732	99	-	1134	41	3543	15
(5) Controlling external parasites	159	67	7	1602	10	1483	10
(6) Controlling diseases and internal parasites	229	74	-	2763	105	1373	10
(7) Controlling predatory animals	3	-	-	38	-	249	-

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

2906

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		21	
(2) 4-H Club agents			
(3) Agricultural agents	223	39	15
(4) State extension workers	48	4	1
63. Number of communities in which work was conducted this year	205	67	33
64. Number of voluntary local leaders or committeemen assisting this year	369	89	222

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	14 742
(b) In the use of recommended crop rotations	21 270
(c) With strip cropping	5 35
(d) In constructing terraces	7 134
(e) In grassing waterways or otherwise preventing or controlling gullies	10 171
(f) With contour farming of cropland	9 266
(g) In otherwise controlling wind or water erosion	8 414
(h) In contouring pasture or range	4 64
(i) In the use of cover or green-manure crops	27 3056
(j) In summer-fallowing	8 188
(k) In making depth-of-moisture tests	2 30
(l) With drainage	11 165
(m) With irrigation	1 25
(n) With land clearing	10 123
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts	5 35
(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)	3 23
(b) In making improved thinnings, weedings, or pruning of forest trees	9 91
(c) With selection cutting	11 142
(d) With production of naval stores	—
(e) With production of maple-sirup products	—
(f) In timber estimating and appraisal	7 111
68. Number of farmers cooperating this year in prevention of forest fires	14 3166

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	5 68
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¹ Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth		Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
		(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents	3	1		7
	(2) 4-H Club agents				
	(3) Agricultural agents	69	110	58	43
	(4) State extension workers				
71. Number of communities in which work was conducted this year		2102	139	86	100
72. Number of voluntary local leaders or committeemen assisting this year		101	148	115	135
73. Number of farm-survey records taken during the year:	(a) Farm business	108			
	(b) Enterprise	35			
	(c) Other	251			
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	149			
	(b) General farm records	485			
	(c) Enterprise records	348			
75. Number of farmers assisted this year—					
(a) In developing a farm plan only		651			
(b) In developing a farm and home plan		161			
(c) In analyzing the farm business		92			
(d) In improving landlord-tenant relations and leasing arrangements		93			
			75. Number of farmers assisted this year—Continued.		
			(e) In getting started in farming, or in re-locating		185
			(f) With credit problems (debt adjustment and financial plans)		401
			(g) In using "outlook" to make farm adjustments		2228
			(A) With a farm-income statement for tax purposes		419
			(i) With farm-labor problems		999
			(j) In developing supplemental sources of income		1037

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.)	Land policy and programs (classification of land, zoning, tenure, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
		(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents				
	(2) 4-H Club agents				
	(3) Agricultural agents	9	18	16	88
	(4) State extension workers				
77. Number of communities in which work was conducted this year		21	29	33	93
78. Number of voluntary local leaders or committeemen assisting this year		29	19	124	220
79. Number of tours conducted this year to observe economic and social conditions in various land use areas					3
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					34
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)					143
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year					35

* 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. 4 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and other youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Fur and furs	Tobacco, sugar, flax, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment ²
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents			1	1	4						4
(2) 4-H Club agents											
(3) Agricultural agents	41	48	58	64	118	83	5	29	17	19	60
(4) State extension workers											
84. Number of communities in which work was conducted this year	4	63	75	67	147	82	19	36	33	24	108
85. Number of voluntary local leaders or committeemen assisting this year	177	59	106	117	327	158	74	55	15	64	144
86. Number of new cooperatives ³ assisted in organizing during the year	—	—	1	1	—	—	—	—	—	—	8
87. Number of established cooperatives ³ assisted during the year	—	—	—	2	—	—	—	—	—	—	23
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)	—	—	10	9	—	—	—	—	—	—	120
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	—	—	250	2869	48000	—	—	—	—	—	4590
90. Number of farmers or families (not members of cooperatives) assisted during the year	720	65	227	383	573	351	30	33	4	125	632
91. Value of products sold or purchased by farmers or families involved in the preceding question	1878	10179	5860	4484	13965	10433	24403	9131	—	—	44345
	726	2288	1924	2089	2905	1424	5432	8840	3000	—	36368
92. Number of private marketing and distributing agencies and trade groups assisted this year											4
93. Number of programs ³ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											3
94. Number of marketing facilities improvement programs ³ participated in or conducted this year											2
95. Number of marketing surveys assisted with or conducted this year											2
96. Number of special merchandising programs ³ participated in or conducted this year											10
97. Number of consumer information programs ³ pertaining to marketing and distribution participated in or conducted this year											3
98. Number of programs ³ relating to marketing services and costs of distribution conducted this year											11
99. Number of programs ³ relating to transportation problems conducted this year											14
100. Number of programs ³ relating to the specific use of market information conducted this year											9
101. Number of other marketing programs ³ 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 older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	8 135	—	—	—
(2) 4-H Club agents				
(3) Agricultural agents	57 131	6 14	22 119	24 118
(4) State extension workers	4 182	3 9	1 76	1 108
103. Number of communities in which work was conducted this year	21	3	16	16
104. Number of voluntary local leaders or committeemen assisting this year	60 313	2 10	12 184	13 222

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	15 83
(a) Constructing dwellings	
(b) Remodeling dwellings	21 200
(c) Installing sewage systems	5 14
(d) Installing water systems	7 12
(e) Installing heating systems	2 2
(f) Providing needed storage space	23 690
(g) Rearranging or improving kitchens	16 304
(h) Improving arrangement of rooms (other than kitchens)	14 518
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	16 587
(j) Selecting housefurnishings or equipment (other than electric)	10 71
(k) Improving housekeeping methods	10 91
(l) Laundry arrangement	4 70
(m) Installing sanitary closets or outhouses	18 213
(n) Screening or using other recommended methods of controlling flies or other insects	21 911
(o) Improving home grounds	26 800
(p) Planting windbreaks or shelterbelts	2 16

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	—
107. Number of families assisted this year in—	2 16
(a) Obtaining electricity	
(b) Selection or use of electric lights or home electrical equipment	2 11
(c) Using electricity for income-producing purposes	4 220

Farm Buildings—Continued

108. Number of farmers assisted this year in—	18 211
(a) The construction of farm buildings	
(b) Remodeling or repairing farm buildings	17 206
(c) Selection or construction of farm-building equipment	9 82

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	15 178
(a) The selection of mechanical equipment	
(b) Making more efficient use of mechanical equipment	17 746
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	21 2254
111. Number of gin stands assisted this year in the better ginning of cotton	1 30

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—	10 802	10 575	8 219	6 109
(1) Home demonstration agents	—	—	—	—
(2) 4-H Club agents	—	—	—	—
(3) Agricultural agents	21 1008	21 377	10 60	14 67
(4) State extension workers	9 30	5 12	3 5	1 2
113. Number of communities in which work was conducted this year.	23 404	22 319	16 144	17 156
114. Number of voluntary local leaders or committeemen assisting this year.	21 1395	22 942	10 307	12 290
115. Number of families assisted this year—				
(a) In improving diets				24 4261
(b) With food preparation				21 2562
(c) In improving food supply by making changes in home food production ¹				37 122812834
(1) Of vegetables				37 8895
(2) Of fruits				21 874
(3) Of meats				30 6493
(4) Of milk				52 2984 =
(5) Of poultry and eggs				53 6161
(d) With home butchering, meat cutting or curing				21 1135
(e) With butter or cheese making				20 900
(f) With food-preservation problems ¹				31 8289278
(1) Canning				29 9263
(2) Freezing				1 75
(3) Drying				34 1844
(4) Storing				22 4682
(g) In producing and preserving home food supply according to annual food-supply budget				25 3951
(h) In canning according to a budget				24 4042
(i) With child-feeding problems				11 356
(j) In the prevention of colds and other common diseases				13 983
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				7 646
(l) With first aid or home nursing				11 391
(m) In removing fire and accident hazards				27 1358
116. Number of schools assisted this year in establishing or maintaining hot school lunches				16 46
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				4 14

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

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Includes all work with adults, 4-H Club members, and older youth		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents	92	189	68	60
	(2) 4-H Club agents	—	—	—	36
	(3) Agricultural agents	—	2	—	—
	(4) State extension workers	—	—	—	—
119. Number of communities in which work was conducted this year	103	94	19	130	
120. Number of voluntary local leaders or committeemen assisting this year	116	94	31	155	

Home Management—Family Economics—Continued

121. Number of families assisted this year—	386
(a) With time-management problems	29
(b) With home accounts	18
(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	53
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food	27
(b) Clothing	12
(c) Housefurnishings and equipment	14
(d) General household supplies	10
123. Number of families assisted this year through cooperative associations* or individually, with the buying of—	
(a) Food	91
(b) Clothing	61
(c) Housefurnishings and equipment	21
(d) General household supplies	3
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	123
125. Number of families assisted this year with "making versus buying" decisions	503
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	677

Note.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.

Clothing and Textiles—Continued

127. Number of families assisted this year with—	875
(a) Clothing-construction problems	341
(b) The selection of clothing and textiles	1113
(c) Care, renovation, remodeling of clothing	157
(d) Clothing accounts or budgets	—

Family Relationships—Child Development—Continued

128. Number of families assisted this year—	
(a) With child-development and guidance problems	15
(b) In improving family relationships	442
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	237
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	1513
(b) Women	6522
131. Number of children in families represented by such individuals	1200101

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	1020	
133. Number of communities assisted this year in improving community recreational facilities	46	
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	101	
135. Number of communities assisted this year in establishing—	(a) Club or assembly hall	1
	(b) Permanent camp	—
	(c) Community rest rooms	—
136. Number of communities assisted this year in providing library facilities	4	
137. Number of school or other community grounds improved this year according to recommendations	14	

* The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 18.
 * Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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	855	11	737	6	909	Acres
139. Other cereals						Acres
140. Peanuts	466	19	418	16	530	Acres
141. Soybeans, field peas, alfalfa, and other legumes	2	-	2	-	10	Acres
142. Soil conservation and pasture improvement	2	-	2	-	10	Acres
143. Potatoes, Irish and sweet	209	46	185	42	91	Acres
144. Cotton	48	3	47	3	53	Acres
145. Tobacco	39	-	37	-	33	Acres
146. Fruits						Acres
147. Home gardens	2223	3513	1796	2978	1622	Acres
148. Market gardens, truck and canning crops	14	2	14	2	15	Acres
149. Other crops						Acres
150. Poultry (including turkeys)	920	2284	722	1927	109,545	Birds
151. Dairy cattle	39	7	35	7	48	Animals
152. Beef cattle	4	1	4	1	5	Animals
153. Sheep	1	1	1	1	20	Animals
154. Swine	1004	113	895	95	1298	Animals
155. Horses and mules						Animals
156. Other livestock	3	1	3	1	12	Animals
157. Bees						Colonies
158. Beautification of home grounds	202	1639	205	423	XXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity					{	Articles made
					{	Articles repaired
162. Farm management		1		1	XXXXXXXXXXXX	
163. Food selection and preparation	106	787	90	684	14896	Meals planned
					742270	Meals served
164. Food preservation	65	1666	50	1476	988657	Quarts canned
165. Health, home nursing, and first aid	138	379	105	350	XXXXXXXXXXXX	
166. Clothing	65	868	59	662	{	683 Garments made
					{	587 Garments remodeled
167. Home management	15	95	12	78	550	Units
168. Home furnishings and room improvement	70	184	48	124	{	510 Rooms
					{	326 Articles
169. Home industry, arts and crafts	5	18	5	18	1	80 Articles
170. Junior leadership	33	95	27	92	XXXXXXXXXXXX	
171. All others		98		86	XXXXXXXXXXXX	
172. Total (project enrollment and completion)	6579	10830	5492	9172	XXXXXXXXXXXX	
	6579	10790	5473	9148		

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs. (Same as question 39) 429
 174. Number of different 4-H Club members enrolled (a) Boys 5555 (b) Girls 6686
 175. Number of different 4-H Club members completing (a) Boys 4627 (b) Girls 5560
 176. Number of different 4-H Club members in school (a) Boys 4527 (b) Girls 5832
 177. Number of different 4-H Club members out of school (a) Boys 1028 (b) Girls 854
 178. Number of different 4-H Club members from farm homes (a) Boys 5173 (b) Girls 6243
 179. Number of different 4-H Club members from nonfarm homes (a) Boys 382 (b) Girls 443

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By age	Boys (a)	Girls (b)
1st year	1659	1606	10 and under	614	608
2d	1296	1537	11	681	677
3d	802	1032	12	742	872
4th	644	916	13	751	897
5th	409	598	14	812	908
6th	303	466	15	660	826
7th	166	249	16	478	636
8th	156	145	17	462	540
9th	63	90	18	283	330
10th and over	57	47	19	165	204
			20 and over	137	190

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

- (a) Judging 983 (f) Fire and accident prevention 2195
 (b) Giving demonstrations 1502 (g) Wildlife conservation 950
 (c) Recreational leadership 848 (h) Keeping personal accounts 2449
 (d) Music appreciation 2197 (i) Use of economic information 865
 (e) Health 2794

183. Number of 4-H Club members having health examination because of participation in the extension program 935

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs 176

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 39) 457
 186. Membership in such groups (a) Young men 81 (b) Young women 266

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (c)	21-24 years (d)	25 years and older (e)
		Unmarried (b)	Married (f)			
(1) Young men	-	56	3	17	36	6
(2) Young women	24	111	22	51	88	18

188. Number of meetings of older rural youth extension groups 51
 189. Total attendance at such meetings 530
 190. Number of other older rural youth groups assisted 1
 191. Membership in such groups (a) Young men 7 (b) Young women 18
 192. Number of older rural youth not in extension or other youth groups assisted (a) Young men 1417 (b) Young women 2670
 193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) (a) Young men 7938 (b) Young women 122306

194. Check column showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-39 percent (c)	40 percent or more (d)
(1) Citizenship, democracy, and public problems	1	1	2	1
(2) Vocational guidance		3	1	1
(3) Family life and social customs	2	1	1	2
(4) Social and recreational activities	1	1	1	1
(5) Community service activities	2	1	1	1
(6) Technical agriculture	2	1	1	-
(7) Technical home economics, including nutrition and health	1	-	2	-

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 participants instead of enrollments.

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	Bees (a)	General-Insect Insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents	—	—	9
(2) 4-H Club agents	—	—	93
(3) Agricultural agents	—	—	52
(4) State extension workers	—	—	234
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)	1226	—	781
(2) Problems arising from new military camps, munitions plants, and war industries	2	—	67
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	80	—	160
(4) Other war work (including collection of salvage material)	129	—	479

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	87	40	—	1	2	—	1	—	—	8
(2) 4-H Club agents	134	149	86	191	38	201	152	14	23	67
(3) Agricultural agents	—	—	—	—	—	—	—	—	—	—
(4) State extension workers	—	—	—	—	—	—	—	—	—	—
200. Number of communities in which work was conducted this year	159	254	94	228	42	129	128	13	28	68
201. Number of voluntary local leaders or committeemen assisting this year	363	797	212	540	38	171	141	12	26	151
202. Number of meetings participated in this year by extension workers	70	88	55	115	8	79	90	8	8	60

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. Precise use of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* 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. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *I-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. *I-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *I-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 *elder 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.

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

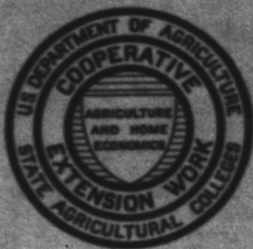
This report form is for use by county extension agents in making a combined statistical report on all extension work done in the county during the year. Agents resigning during the year should make out this report before quitting the service.

State Virginia County Jen Counties

REPORT OF

L. G. Jenkins
(Name) Home Demonstration Agent.
Assistant Home Demonstration Agent.
4-H Club Agent.
Assistant County Agent in charge of Club Work.
Agricultural Agent.
Assistant Agricultural Agent.

From Dec. 1, 1942 to Nov 30, 1943
From _____ to _____, 194____
From _____ to _____, 194____
From _____ to _____, 194____
From _____ to _____, 194____
From _____ to _____, 194____



READ SUGGESTIONS, PAGES 2 AND 16

Dec. 9, 1943

L. G. Jenkins, Dist. Agent

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 evidences.
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 an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

Report only this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)	10 116			XXXXXXXXXX
2. Days devoted to work with adults ³	10 717			XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ³	10 7096			XXXXXXXXXX
4. Days in office ⁴	10 1057			XXXXXXXXXX
5. Days in field ⁴	10 1767			XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁴	10 3206			10 3206
7. Number of different farms or homes visited	10 1835			10 1835
8. Number of calls relating to extension work	(1) Office	10 2188		10 2188
	(2) Telephone	6 825		6 825
9. Number of news articles or stories published ⁵	6 49			6 49
10. Number of bulletins distributed	10 1,095			10 1,095
11. Number of radio talks broadcast or prepared for broadcasting	9 141			9 141
12. Training meetings held for local leaders or committeemen	(a) Number	6 303		6 303
	(b) Men leaders	7 787		7 787
	(c) Women leaders	7 53		7 53
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(a) Number	9 221		9 221
	(b) Leaders	10 761		10 761
	(c) Total attendance	10 6599		10 6599
(2) 4-H Club and older youth	(a) Number	10 536		10 536
	(b) Total attendance	10 10,009		10 10,009
14. Number of adult result demonstrations conducted	8 1083			8 1083
15. Meetings held at such result demonstrations	(1) Number	7 132		7 132
	(2) Total attendance	7 1056		7 1056
(1) Adult work	(a) Number	2 5		2 5
	(b) Total attendance	2 32		2 32
(2) 4-H Club and older youth	(a) Number	-		-
	(b) Total attendance	-		-
16. Tours conducted	(a) Number	3 7		3 7
	(b) Total attendance	3 136		3 136
17. Achievement days held	(a) Number	3 16		3 16
	(b) Total attendance	3 771		3 771

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 sections 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	—			—	
		(c) Total others attending	—			—	
	(2) 4-H Club and older youth	(a) Number	—			—	
		(b) Total boys attending	—			—	
		(c) Total girls attending	—			—	
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	10 177			10 177	
		(b) Total attendance	10 7102			10 7102	
	(2) 4-H Club and older youth	(a) Number	6 64			6 64	
		(b) Total attendance	6 1927			6 1927	
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	7 148			7 148	
		(b) Total attendance	7 1663			7 1663	
	(2) 4-H Club and older youth	(a) Number	8 160			8 160	
		(b) Total attendance	8 2327			8 2327	

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 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	10 9799
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	—
23. Number of farms involved in preceding question which were reached this year for the first time	—
24. Number of nonfarm families making changes in practices as a result of the agricultural program	—
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	9 4320
26. Number of farm homes involved in preceding question that were reached this year for the first time	9 1249
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	9 1168
28. Number of other homes involved in preceding question that were reached this year for the first time	9 653
29. Number of farm homes with 4-H Club members enrolled	10 2076
30. Number of other homes with 4-H Club members enrolled	10 566
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	9 4848
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	9 930

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general (1) Name _____ (2) No. of members _____
 (b) Agricultural (1) Name County Extension Board (2) No. of members 309
 (c) Home demonstration (1) Name _____ (2) No. of members _____
 (d) 4-H Club (1) Name 4-H Club (2) No. of members 277
 (e) Older youth (1) Name _____ (2) No. of members _____

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

(a) Agricultural (1) Name _____ (2) No. of members _____
 (b) Home demonstration (1) Name _____ (2) No. of members _____
 (c) 4-H Club (1) Name _____ (2) No. of members _____
 (d) Older youth (1) Name _____ (2) No. of members _____

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

(1) 111 (2) 4
 111
 109
 138
 277

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

(1) 6 (2) 6
 6
 6

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

(1) 12 (2) 12
 12
 12

38. Number of members in such clubs or groups

(1) 136 (2) 136
 136
 136

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

(a) 217 (b) 15
 217
 15

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

(1) 217 (2) 154
 217
 154

COOPERATIVE AGRICULTURAL PLANNING

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

(1) Men _____ (2) Women _____ (3) Youth _____
 (4) Older club boys _____ (5) Older club girls _____

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

(1) Men _____ (2) Women _____ (3) Youth _____
 (4) Older club boys _____ (5) Older club girls _____

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

(1) Men _____ (2) Women _____ (3) Youth _____
 (4) Older club boys _____ (5) Older club girls _____

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

(a) Yes _____ (b) No _____

45. Days devoted to line of work by:

Line of work	Extension organization and program		County agricultural planning		Total
	(1)	(2)	(3)	(4)	
(1) Home demonstration agents	1	5	2	1	9
(2) 4-H Club agents	1	5	2	1	9
(3) Agricultural agents	1	5	2	1	9
(4) State extension workers	1	5	2	1	9
(1) County	1	5	2	1	9
(2) Community	1	5	2	1	9

46. Number of unpaid voluntary leaders or committeemen assisting this year

(1) 15 (2) 15
 15
 15

47. Number of unpaid voluntary leaders or committeemen assisting this year

(1) 15 (2) 15
 15
 15

48. Days of assistance rendered by voluntary leaders or committeemen

(1) 15 (2) 15
 15
 15

49. Days of assistance rendered by voluntary leaders or committeemen

(1) 15 (2) 15
 15
 15

50. Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program, planning activity, only column (b) should be filled out.

(1) 15 (2) 15
 15
 15

1. Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program, planning activity, only column (b) should be filled out.

(1) 15 (2) 15
 15
 15

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	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—					2					
(1) Homedemonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
52. Number of communities in which work was conducted this year					1					
53. Number of voluntary local leaders or committeemen assisting this year					1					
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed										
(2) The use of lime										
(3) The use of fertilizers										
(4) Controlling plant diseases										
(5) Controlling injurious insects										
(6) Controlling noxious weeds										
(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	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—	4			5		10	
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents							
(4) State extension workers							
56. Number of communities in which work was conducted this year	1			15		14	
57. Number of voluntary local leaders or committeemen assisting this year	1			18		25	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	3						
(2) Obtaining purebred or high-grade females	8			21		40	
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	40	XXXXX
(4) Improving methods of feeding	7					40	
(5) Controlling external parasites						5	
(6) Controlling diseases and internal parasites							
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES

Includes all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c)
62. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers		12	
63. Number of communities in which work was conducted this year			
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
- (b) In the use of recommended crop rotations.
- (c) With strip cropping
- (d) In constructing terraces
- (e) In grading waterways or otherwise preventing or controlling gullies
- (f) With contour farming of cropland
- (g) In otherwise controlling wind or water erosion

- (A) In contouring pasture or range
- (i) In the use of cover or green-manure crops.
- (j) In summer-fallowing
- (k) In making depth-of-moisture tests
- (l) With drainage
- (m) With irrigation
- (n) With land clearing

66. Number of soil-management associations organized or assisted during the year:

- (a) Legal soil-conservation districts
- (b) Voluntary soil-conservation associations
- (c) Operating associations

¹ Include nature study.

Forestry—Continued

67. Number of farmers assisted this year—

- (a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)
- (b) In making improved thinnings, weedings, or pruning of forest trees
- (c) With selection cutting
- (d) With production of sawed 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

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long term)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—				
(1) Home demonstration agents	3	1		7
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
71. Number of communities in which work was conducted this year	6	10		32
72. Number of voluntary local leaders or committeemen assisting this year	6	10		32
73. Number of farm-survey records taken during the year:	(a) Farm business (b) Enterprise (c) Other			
74. Number of farmers assisted this year in keeping—	(a) Farm inventory (b) General farm records (c) Enterprise records			
75. Number of farmers assisted this year—	(a) In developing a farm plan only (b) In developing a farm and home plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements			
		75. Number of farmers assisted this year—Continued.		
		(e) In getting started in farming, or in re-locating		
		(f) With credit problems (debt adjustment and financial plans)		
		(g) In using "outlook" to make farm adjustments		137
		(h) With a farm-income statement for tax purposes		15
		(i) With farm-labor problems		15
		(j) In developing supplemental sources of income		12

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.)	Land policy and programs (classification of land zoning, leases, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
	(a)	(b)	(c)	(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				

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

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool 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	' 1	' 4						' 4
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year			' 5	' 1	' 10						' 22
85. Number of voluntary local leaders or committeemen assisting this year			' 9	' 1	' 10						
86. Number of new cooperatives ² assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)											' 13
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	' 16
90. Number of farmers or families (not members of cooperatives) assisted during the year											' 13
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$ 50	\$	\$	\$	\$	\$	\$	\$	' 5
92. Number of private marketing and distributing agencies and trade groups assisted this year											
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											
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 older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—	8			
(1) Home demonstration agents	135			
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers	3			
103. Number of communities in which work was conducted this year	62			
104. Number of voluntary local leaders or committeemen assisting this year	7	102		

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	—
(a) Constructing dwellings	—
(b) Remodeling dwellings	3 6
(c) Installing sewage systems	—
(d) Installing water systems	—
(e) Installing heating systems	—
(f) Providing needed storage space	139
(g) Rearranging or improving kitchens	224
(h) Improving arrangement of rooms (other than kitchens)	352
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	4 299
(j) Selecting housefurnishings or equipment (other than electric)	49
(k) Improving housekeeping methods	753
(l) Laundry arrangement	70
(m) Installing sanitary closets or outhouses	45
(n) Screening or using other recommended methods of controlling flies or other insects	7 172
(o) Improving home grounds	328
(p) Planting windbreaks or shelterbelts	—

Rural Electrification—Continued

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

Farm Buildings—Continued

108. Number of farmers assisted this year in—	—
(a) The construction of farm buildings	—
(b) Remodeling or repairing farm buildings	—
(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	—
(b) Making more efficient use of mechanical equipment	—
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	—
111. Number of gin stands assisted this year in the better ginning of cotton	—

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—	10 802	10 575	8 219	6 109
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers	10 10	10 2	7 90	5 75
113. Number of communities in which work was conducted this year	219	134	90	75
114. Number of voluntary local leaders or committeemen assisting this year	560	274	83	69
115. Number of families assisted this year—				9
(a) In improving diets				2246
(b) With food preparation				1769
(c) In improving food supply by making changes in home food production ¹				3879
(1) Of vegetables				3424
(2) Of fruits				358
(3) Of meats				1717
(4) Of milk				674
(5) Of poultry and eggs				1164
(d) With home butchering, meat cutting or curing				41
(e) With butter or cheese making				458
(f) With food-preservation problems ¹				3931
(1) Canning				3378
(2) Freezing				766
(3) Drying				1505
(4) Storing				2053
(g) In producing and preserving home food supply according to annual food-supply budget				1649
(h) In canning according to a budget				76
(i) With child-feeding problems				393
(j) In the prevention of colds and other common diseases				380
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				89
(l) With first aid or home nursing				565
(m) In removing fire and accident hazards				14
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

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

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth	Home management— family economics	Clothing and textiles	Family relationships—child development	Recreation and community life
	(a)	(b)	(c)	(d)
118. Days devoted to line of work by—				
(1) Home demonstration agents	82	184	68	60
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers	—	2	—	—
119. Number of communities in which work was conducted this year	103	94	19	26
120. Number of voluntary local leaders or committeemen assisting this year	116	94	31	73

Home Management—Family Economics—Continued

121. Number of families assisted this year—	3	386
(a) With time-management problems	4	29
(b) With home accounts	4	18
(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	2	53
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	2	27
(a) Food	1	12
(b) Clothing	2	14
(c) Housefurnishings and equipment	1	10
(d) General household supplies		—
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	2	91
(a) Food	2	61
(b) Clothing	3	21
(c) Housefurnishings and equipment	1	3
(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)	4	123
125. Number of families assisted this year with "making versus buying" decisions	5	503
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	5	677

NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 9.

Clothing and Textiles—Continued

127. Number of families assisted this year with—	1	875
(a) Clothing-construction problems	1	341
(b) The selection of clothing and textiles	1	1113
(c) Care, renovation, remodeling of clothing	7	157
(d) Clothing accounts or budgets		—

Family Relationships—Child Development—Continued

128. Number of families assisted this year—	1	15
(a) With child-development and guidance problems	2	442
(b) In improving family relationships		—
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	4	237
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	4	15
(b) Women	3	65
131. Number of children in families represented by such individuals	3	1202

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	2	469
133. Number of communities assisted this year in improving community recreational facilities	3	8
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	4	54
135. Number of communities assisted this year in establishing—		—
(a) Club or council house		—
(b) Permanent camp		—
(c) Community rest rooms		—
136. Number of communities assisted this year in providing library facilities	2	3
137. Number of school or other community grounds improved this year according to recommendations	3	9

¹ The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—reported under "The home, furnishings and surroundings," p. 10.
² Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (G), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn	—	—	—	—	— Acres
139. Other cereals	—	—	—	—	— Acres
140. Peanuts	—	—	—	—	— Acres
141. Soybeans, field peas, alfalfa, and other legumes	—	—	—	—	— Acres
142. Soil conservation and pasture improvement	—	—	—	—	— Acres
143. Potatoes, Irish and sweet	—	15	—	12	6 Acres
144. Cotton	—	—	—	—	— Acres
145. Tobacco	—	—	—	—	— Acres
146. Fruits	—	—	—	—	— Acres
147. Home gardens	7857	1084	651	910	511 Acres
148. Market gardens, truck and canning crops	—	—	—	—	— Acres
149. Other crops	—	—	—	—	— Acres
150. Poultry (including turkeys)	5219	458	174	386	8392 Birds
151. Dairy cattle	—	—	—	—	— Animals
152. Beef cattle	—	—	—	—	— Animals
153. Sheep	—	—	—	—	— Animals
154. Swine	392	42	82	32	121 Animals
155. Horses and mules	—	—	—	—	— Animals
156. Other livestock	—	—	—	—	— Animals
157. Bees	—	—	—	—	— Colonies
158. Beautification of home grounds	5247	372	201	325	XXXXXXXXXXXX
159. Forestry	—	—	—	—	— Acres
160. Wildlife and nature study (rabbits, game, fur animals)	—	—	—	—	XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity	—	—	—	—	{ — Articles made — Articles repaired
162. Farm management	—	—	—	—	XXXXXXXXXXXX
163. Food selection and preparation	2106	787	90	684	{ 4,896 Meals planned 42,370 Meals served 88,657 Quarts canned
164. Food preservation	265	1,666	50	1,474	{ 683 Garments made 587 Garments remodeled
165. Health, home nursing, and first aid	2738	379	105	356	XXXXXXXXXXXX
166. Clothing	165	868	59	662	{ 550 Units 510 Rooms
167. Home management	115	95	12	78	{ 326 Articles 80 Articles
168. Home furnishings and room improvement	270	184	48	124	XXXXXXXXXXXX
169. Home industry, arts and crafts	15	18	5	18	XXXXXXXXXXXX
170. Junior leadership	333	95	27	92	XXXXXXXXXXXX
171. All others	198	98	86	86	XXXXXXXXXXXX
172. Total (project enrollment and completion)	71909	6164	1504	5233	XXXXXXXXXXXX

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs. (Same as question 39) 126
174. Number of different 4-H Club members enrolled (a) Boys 875 (b) Girls 2017
175. Number of different 4-H Club members completing (a) Boys 638 (b) Girls 1623
176. Number of different 4-H Club members in school (a) Boys 750 (b) Girls 1771
177. Number of different 4-H Club members out of school (a) Boys 125 (b) Girls 246
178. Number of different 4-H Club members from farm homes (a) Boys 726 (b) Girls 1795
179. Number of different 4-H Club members from nonfarm homes (a) Boys 149 (b) Girls 222

Number of Different 4-H Club Members Enrolled:

180. By years	Boys	Girls	181. By ages	Boys	Girls
	(a)	(b)		(a)	(b)
1st year	190	336	10 and under	64	149
2d	254	501	11	131	196
3d	153	380	12	130	296
4th	126	301	13	139	281
5th	74	216	14	151	311
6th	55	134	15	94	302
7th	7	78	16	85	184
8th	12	37	17	50	151
9th	3	26	18	21	71
10th and over	1	8	19	7	39
			20 and over	3	37

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

- | | |
|--|---|
| (a) Judging <u>1309</u> | (f) Fire and accident prevention <u>637</u> |
| (b) Giving demonstrations <u>529</u> | (g) Wildlife conservation <u>155</u> |
| (c) Recreational leadership <u>312</u> | (h) Keeping personal accounts <u>4138</u> |
| (d) Music appreciation <u>370</u> | (i) Use of economic information <u>371</u> |
| (e) Health <u>975</u> | |

183. Number of 4-H Club members having health examination because of participation in the extension program 390

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs 26

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) 3

186. Membership in such groups (a) Young men 4
(b) Young women 28

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	—	4	—	4	—	—
(2) Young women	24	47	22	37	39	17

188. Number of meetings of older rural youth extension groups 23

189. Total attendance at such meetings 300

190. Number of other older rural youth groups assisted 1

191. Membership in such groups (a) Young men 7
(b) Young women 5

192. Number of older rural youth not in extension or other youth groups assisted (a) Young men 6
(b) Young women 33

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) (a) Young men 6
(b) Young women 112

194. Check column showing approximate portion of older-youth program devoted to—	Under 25 percent (a)	25-33 percent (b)	34-50 percent (c)	50 percent or more (d)
(1) Citizenship, democracy, and public problems	—	—	2	—
(2) Vocational guidance	—	3	—	—
(3) Family life and social customs	1	1	1	—
(4) Social and recreational activities	—	1	—	1
(5) Community service activities	1	1	—	1
(6) Technical agriculture	1	—	—	—
(7) Technical home economics, including nutrition and health	1	—	2	—

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.

MISCELLANEOUS

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

Includes all work with adults, 4-H Club members, and older youth	Bees (a)	General-Insect Insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			9
(2) 4-H Club agents			—
(3) Agricultural agents			—
(4) State extension workers			—
196. Number of communities in which work was conducted this year			6
197. Number of voluntary local leaders or committeemen assisting this year			21

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 program	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)	1226	—	—
(2) Problems arising from new military camps, munitions plants, and war industries	2	—	—
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	80	—	—
(4) Other war work (including collection of salvage material)	129	—	—

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	87	40	—	1	2	—	1	—	—	8
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year	42	58	—	10	1	—	3	—	—	16
201. Number of voluntary local leaders or committeemen assisting this year	171	477	—	15	5	—	15	—	—	100
202. Number of meetings participated in this year by extension workers	12	14	—	1	—	—	—	—	—	17

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* 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. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-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. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-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.