NARRATIVE ANNUAL REPORT OF AGRICULTURAL EXTENTION WORK

IN

HALIFAX COUNTY, VIRGINIA

1953

Robert S. Jennings, Farm Agent

TABLE OF CONTENTS PAGE

III. TYPE OF AGRICULTURE

Halifax County is located in South Central Virginia bordered on the south by North Carolina, on the west by Pittsylvania, on the north by Campbell, and on the east by Mecklenburg, County. The climate condition here is rather mild through-out the year, since the county does not have extreme weather conditions, this render it quite favorable to a wide variety of crops and livestocks.

Halifax County is located in the old tobacco belt where flue cured tobacco is the principal cash crop, about 90% of the total cash farm receipts come from tobacco. Therefore, the welfare of the people from year to year is greatly influence by the success, or failure of the tobacco crop, and the standard of living fluctuates with the price of this one crop.

The people here have had a tradition of producing tobacco as their only money crop for many years. They have learned to like the idea of depending on tobacco as their cash crop and they are reluctant to try out or enter other enterprises that are just as well adopted to county success as tobacco. A few farmers, however, are engaged in production of peaches, grapes, and dairy products. At the present time Halifax County is on the upward trend in beef cattle farming. We already have some very good quality beef herds of sizable numbers per herd that have been established within the last year, or so. Therefore, the county farmers are making progress in the direction of a balance farming program where-by they will

receive a greater percentage of their annual farm income from livestock and depend less on the one crop system of tobacco.

VI. COUNTY ORGANIZATIONS

A. COUNTY ADVISORY BOARD:

The County Advisory Board met four times this year. The function of this board is to render assistance in helping to formulate the extention program. It is the county wide planning organization, which aids in guiding and developing plans to resch the various goals set forth in the County Extention program. Every effort is made to get the members of this organization to participate in deciding what projects the County Extention program should work on this year and what steps they should take to go in the direction of their goals.

B. COMMUNITY CLUBS:

The community clubs are local organized groups in the various communities. These clubs consider themselves agricultural in their purposes. Therefore, they aid in carrying agricultural information to the masses of people in each of their respective communities. The extention agent and local leaders use these clubs as a place to meet local farm people and acquaint them with the county extention program and plan of work. These clubs expect the extention agent to meet with them atleast once a year as a means of bringing them up-to-date on some phase of the agricultural program. Many members of these clubs are also members of the Advisory Board.

Most of our Soil Conservation and Pasture Demonstrators received their inspiration while attending a community club meeting.

The members of these organized clubs have a cooperative spirit, a listening ear, a favorable attitude and a helping hand for calling meetings, serving as demonstrators, assisting with demonstrations, serving as committees and giving their time to the advancement of the extention program towards its objectives

C. 4-H CLUB COUNCIL:

This organization memberships are composed of all the officers from the various local 4-H clubs in the county. The council met twice this year and took an active part in formulating the entire 4-H club program. The reporters gave a colorful report of April's meeting in (The South Boston News) their local county newspaper.

V. MAJOR PROJECTS

PASTURE

A. SITUATION:

1. The farmer finds himself in a price squeeze on cattle. He is faced with high priced feed, high production cost and receives a low market price for his cattle.

2. Dry weather conditions over the past two years have caused shorter grazing periods, decreased feed supplies and made cattle gains and other products produce more costly.

3. Our farmers are beginning to scratch the surface with respect to grass land farming. They are learning more about

pastures and how to appreciate them from a standpoint of soil conservation as well as the production of meat and other animal products.

4. There is still the problem of poor management and over grazing.

5. Few farmers had adquate grazing for his own livestock.

6. There was some evidence of ladino clover thinning out due to the drought, overgrazing, insects and diseases. This is further evidence that we need to know more about pasture management.

7. It requires about 450 man hours to produce an acre of tobacco, and most farmers devote too much of their time to tobacco to do a good job of grass crops on the farm. Of course, we now have plenty of modern farm machinery on most farms to do good balanced farming. However, the farmer is frequently short of cash when pasture seeding time comes around, still he is already producing the tobacco on borrowed money from the FHA, PCA, or some other loan. The farmer also has so many competing wants and needs many times he finds it hard to spend the money for the purpose for which the loan was made, even if it was for pasture improvement.

8. Seeding permanent and winter pastures come at the peak season for harvesting and sorting tobacco. This places a hardship on the farmer, or his farm friend who does custom work during slack seasons.

9. Pasture and cattle are new enterprises for this county,

that are on the upward trend and the climate and soil conditions are unusually favorable for both.

B. OBJECTIVES:

1. To develope within the farmer's mind a conciousness of the need of better pastures as a source of new cash income and as a means of better soil management. Teach him how to market grass.

2. To teach better pasture management with respect to grazing. clipping topdressing and developing a pasture or grass program adequate to feed and graze all year round.

3. To teach by using good pasture demonstrations on average farms under average conditions.

4. To increase the number of improved pastures in the County.

C. METHODS:

To get our farmers pasture minded, we used circular letters, radio broadcast, pasture leaflets, and newspaper articles. With the use of these teaching aids we tried to carry the pasture program to all of our community leaders and as many of our county farmers as possible. We reminded them in time to seed new pastures, or to topdress old ones, we emphasized the impoetance of good management, good seed, and the need for a pasture program built around the number of head of livestock kept on the farm. Through each of these medium of contact just mentioned, we gave brief concise methods of getting the job done according to the latest experiment station reccommendations. Through the constant reappearing of this pasture program stimulus to one or the other of the five senses of our farm

people, we are hoping to get a pasture minded response, which will finally result in the developement of more improved pastures in the County.

We also met with our community clubs and discussed with leaders and club members all of the operations necessary to establish and maintain a pasture program. It is in these communities that most of our pasture demonstrations are located and this gives us a better advantage to sell the pasture program to more of the local farmers who have seen their neighbors demonstration pasture.

This year we were also successful in getting 223 farmers out to see five of our demonstrations pastures. Mr. G. R. Epperson, Ass. Extention Agronomist, VPI assisted in conducting these demonstrations during the two day tour. During this tour many phases of the pasture program was studied and discussed with our county farmers.

D. RESULTS:

Improved pastures in Halifax County now have definitely become a part of the pattern of farming in atleast five of the eight magesterial districts. We have made a strong effort to get away from patches of pastures and develope pastures that will feed all of the livestock on that particular farm. During the month of March this year visits were made to 14 demonstration pastures, the smallest of which was 2½ acres and an average of five acres for all. Toward the latter part of March these pastures were affording as much grazing as many average pastures afforded in June. During a normal year these demonstrations pastures just

mentioned will more than take care of the livestock on these farms.

These demonstration pasture have also stimulated other neighbors in the community to improve their pastures also. Therefore, it is no longer a problem to locate a farmer who has a good improved pasture for his livestock. During the farm tour this summer we noticed that these farmers who had pastures had procured from one to three extra heads of cattle (calves or yearlings) or was pasturing a head or so of cattle for his neighbor. These extra heads of cattle were the direct results of improved pasture, and were intended for market or home use as a new source of income from the pasture crops.

Today most of Halifax County farmers are able to hold an intelligent conservation on pasture seeding and maintenance, with respect to the experiment station recommendations. This alone implies that the farmer has been taught the what, the how, and the why of pasture improvement. It is this knowledge that accounts for the improved pastures that we now have and responsible for new seedings to come in the future.

TOBACCO PRODUCTION

A. SITUATION:

1. Farmers here are experts at growing tobacco.
2. Tobacco is the main cash crop and its a good one.
3. Disease resistance varieties have not yet solved the disease.
4. Diseases are spreading and becoming a serious and costly hazzard to tobacco growers.
5. Farmers are shifting from wood burners to oil burning equipment for curing tobacco.

6. Farmers need better curing barns to control the cure and to cut down on fuel cost.

B. OBJECTIVES:

1. To help farmers grow tobacco on disease infected land if he has no other land for crop rotation.

2. To teach farmers how to get the best quality obtainable when tobacco is planted on strong land.

3. To check the spread of dieases.

4. To produce high yield and good quality tobacco.

5. To properly install the oxford type ventilation system when building new barns or replacing the roof on old barns.

6. To properly insulate and construct tobacco barns so as to get a better cure and at the same time cut down fuel cost.

C. METHODS:

To help farmers improve their yield and quality we held a county wide meeting, to discuss the many phases of tobacco production. This meeting was held on February 4th, and conducted by Mr. G. R. Matthews, Ass. Extention Agronomist VPI., for the purpose of bringing our county farmers up-to-date on new findings of the experiment station during 1952. This meeting gave the farmers a chance to meet and discuss their many problems and seek a course of action that will help them do a better job during 1953. This meeting covered many improved practices such as grades and amounts of fertilizer to use on strong land, resistant varieties, controlling insects and diseases, rotations, sucker control, topping, suckering, spacing and many others.

During the summer we held one tobacco variety demonstration which was attended by over 125 farmers. Mr. S. B. Fenne, Ext. Plant Pathologist VPI, conducted this meeting, at which time he thoroughly discussed the disease situation that we now face and how many diseases could be

controlled. He also discussed the production performances and perularities of the 9 resistant and non-resistant varieties in this demonstration. Every attempt was made to clarify those varieties and practices which was more likely to pay dividends on the average farm, if properly understood and followed. On the same farm and at the same time of the tobacco variety demonstration, we also held a tobacco barn demonstration. This demonstration was conducted by Mr. C. D. Kite, Associate Ext. Agri. Engineer, who used a new tobacco barn with the oxford type ventilation to demonstrate those features of curing barn which should account for good cures and decrease in the fuel cost.

The radio and newspaper articles carried full details on how to construct one of these new type barns and why and how they cut fuel cost and give better cures.

D. RESULTS:

Farmers were able to see and make a comparison between nine different varieties. They were able to decide on the variety they perferred to grow before planting time. During the past year most farmers are planting Dixie Bright 101 as a black shank resistant variety, which is exactually the variety that is recommended for mild cases of this disease. During the past year 6 barns have been built with the oxford type ventilation and proper insulation. One of these barns served a good purpose when it was demonstrated to more than one hundred farmers during the past summer.

SOIL CONSERVATION

A. SITUATION:

1. Only about 53 farmers have conservation plans for their

farms and are working toward fullfillment of such plans.

2. Most farmers seem to be slow in learning the meaning of strip cropping, meadow stripping and use of proper rotation, They rely too much on the terrace.

3. Farmers are slow in adopting new improved practices in soil conservation.

B. OBJECTIVES:

1. To increase the number of soil conservation plans on farms to 55 during 1953.

2. To teach more about good conservation practices that will slow down soil and water losses and increase crop production.

3. To teach farmers countour and grassland farming.

C. METHODS:

During the past four years the Advisory Board has put forth every effort to keep a soil improvement program in the minds and efforts of our rural farm people. This year we did not hold a special meeting as a soil conservation demonstration, but instead our conservation work was carried concurrently with our crops, pasture, and livestock projects and demonstrations. During our pasture meetings, our local soil conservationist, Mr. James Farley, was on hand to discuss the types of soil on which the demonstration pastures were growing. He discussed the suitability of pasture location, structure of soil, perwentage of slop and its relationship to soil erosion, and the place of pasture and grasses in a soil conservation program. This method of teaching soil conservation was also intergrated in this same manner into the tobacco demonstration and other crop meetings. For example; Increasing corn yields. To teach farmers to increase their corn we would teach them to lay out their rows on the contour to hold more water, to rotate their crops and preferable

to go in for contour strip cropping. These soil improvement practices are just as important as is the use of certified seed and increased application of a recommended commerical fertilizer.

The radio and circular letters were used in an attempt to get farmers to seed a winter cover crop for the protection of their soils.

D. RESULTS:

We have two good soil conservation demonstrations that are being kept in excellent condition for demonstrational purposes in future years. On these farms we are able to show farmers a large number of the practices frequently talked about in our various meetings. These farms were used last year for demonstrational purposes which are still paying off. This year we had 8 new farmers to start conservation plans and a good many more to adopt the practice of terracing their tobacco land under the soil conservation instead of self made furrows previously used.

There are now 50 or more farmers carrying soil conservation plans under the supervision of our local soil conservstionist. We now notice that most of our improved pastures are being seeded on hilly land that is subject to erosion or that land not suited to cultivation. This is in itself evidence that the farmer is becoming concious of a land use program from a view point of soil conservation.

HAY AND GRASSLAND FARMING

A. SITUATION:

1. Farmers depend entirely on lespadeza for their hay crop.
2. Drought conditions often causes lespadeza to make low yields, this cutting the hay crop short.
3. A tall grass should be seeded with the lespadeza crop.
4. Farmers do not plant sufficient cover crops for winter grazing and soil protection.

5. Permanent cover needed on sleep soils on most farms.

B. OBJECTIVES:

1. To teach farmers to grow a early hay crop for drought insurance.

2. To seed steep land to a permanent grass cover crop composed of a tall grass and a legume.

3. To seed a tall grass with the lespadeza crop.

4. To seed more cover crops for winter soil protection and winter grazing.

C. METHODS:

It is hard to talk about grass and hay without mentioning livestock and vice versa. We are just beginning to talk about grassland farming. Most of our efforts to encourage farmers to seed grass has been done from a standpoint of soil conservation or from a standpoint of providing adquate feed for the minium amount of livestock that is needed to be kept on the farm. Most of us know very little about grassland farming from a commerical or production viewpoint, of marketing hay or marketing livestock or livestock products. In fact we still haven't met the feed requirements for this minium livestock which is composed of two mules and two cows. We know that our farmers buy hay every year that produced in other areas of the state and yet most of them have sufficient idle land to grow enough hay to more than furnish their home needs. On the other hand there are a few small farms that cannot produce hay enough from lespadeza for its home needs, but two acres of alfalfa on such farms would meet their hay needs adequately. In our pasture, livestock and other

crop meeting this year we have presented these conditions to our farmers and have tried to get them to seed more alfalfa, more red clover, and tall grass with these practices they would provide themselves with and early hay crop that would halfway meet their needs without depending on lespadeza for hay. On the other hand a tall grass seeded with lespadeza would make the spring clipping a paying proposition, because we would have either orchard grass, or red top in the mixture instead of an all weed mixture.

We have carried these practices to our farmers through circular letters, radio, newspaper, community clubs meetings and through individual visits.

D. RESULTS:

A few farmers have seeded an acre or more alfalfa. Many farmers are cutting excessive growth from ladino clover pasture as an early hay crops. Farmers are doing a better job of seeding more of their tobacco soil to cover crops, however the idea of winter grazing and soil protection is still not well taken. Some of our steepers soils are going into pasture and should be going into grass for hay on farms where pasture is not needed.

VI. MINOR PROJECTS
FORESTRY

A. SITUATION:

1. A considerable amount of waste exist while cutting flue wood.

2. Farmers still sell their timber without knowing what, or how much they have for sale.

3. Farmers still make little use of the Va. Forest Service in aiding them in marketing and managing their timber.

B. OBJECTIVES:

1. To teach farmers to use the Virginia Forest Service in managing and marketing their farm forest.

2. To encourage better timber conservation and production.

3. To assist the farmers in finding a way to receive better cash returns from farm forest (products).

C. METHODS:

Two forestry thinning and improvement demonstrations and one management and fence post treating demonstration was conducted to teach farmers the type of trees that should be cut for flue wood, fence post, pulp wood, or in a thinning and improvement cutting. The thinning demonstrations were held on the farms of Mr. A. W. Faulkner of Virgilinia, Va. and Mr. Arthur Logan of Route 1, Halifax, Va. The management and fence post treating demonstrations were held on Mr. Morice Foresters farm of Route 1, Nathalie, Va.. Approximately one hundred and sixty farmers attended these three demonstrations, all of which were conducted by Mr. A. B. Lyons, Ass. Extention Forester VPI.. During these meetings we worked with these farmers in the woods, giving them practice runs on picking trees that should be thinned or cut and on those trees which should be left and why. We showed forestry films on logging methods, fire prevention and management practices. Every effort was made to teach the farmer how to do a better job in caring for his forest.

through conservation and good management.

D. RESULTS:

During this year several farmers have had their timber measured and marked by the Virginia Forest Service. Many other farmers are saving sawed logs for timber, and using the tops for fuel wood when clearing plant beds or when clearing other wooded areas.

CATTLE AND HOG PRODUCTI ON

A. SITUATION:

1. Cattle numbers are up and cattle prices are cheap. Hog prices are good $18 to $22 per cwt.

2. We have a good livestock market.

3. Pastures and fence for pasturing meat animals have improved but are still inadequate.

4. Grain supplies are short on most farms, this limiting the production of market hogs.

5. Nobody is anticipating a sudden shift from tobacco to livestock, because farmers do not have the know how of livestock production.

B. OBJECTIVES:

1. To produce cattle on pasture and chesp home grown feed, to realize a wider margin of profit, by cutting production cost.

2. To establish ten good herds of beef cattle.

3. To get a few hogs started on pasture.

4. To utilize idle land for cattle production.

C. METHODS:

This year we held one beef cattle and pasture demonstration on the farm of Mr. Willie Medley, of Turbeville, Va.. Mr. K. C. Williamson, Ass. Ext. Animal Husbandryman of VPI, conducted this demonstration and discussed some of the basic requirements for successful beef cattle farming. Mr. C. C. Mast or Mr. K. C. Williamson attended five other pasture meetings and discussed

cattle production and management at each.

We here in the County have also helped farmers fit a livestock operation into their pasture program and vice versa.

D. RESULTS:

Most all farmers who have improved their pastures have also increased their cattle numbers. The farmer who has good pasture is not selling out his herd, because of cheap prices and scarce feed. This has provided that farmers can still produce cattle at a profit where they have a good hay and pasture program. This year we have two additional small grade herds of beef cattle, as a result of surplus grazing from improved pasture.

Many farmers selling fluid milk are planning to continue to do so with plans to increase their cows as fast as they are able to improve their pastures. So we definitely have more income, because of increased milk production from improved pastures.

VII. OTHER MISCELLANEOUS ACTIVITIES

A. AGRONOMY COMMITTEE:

The Agronomy Committee met twice this year, and proved to be very helpful in planning and conducting crop demonstrations. The members of this committee were quite familiar with all of the demonstrations last summer. They helped to lead groups to different demonstrations on the same farm and helped in every way to make our field meetings a big success.

B. TOBACCO GRADING DEMONSTRATION:

Fifteen farmers attended a tobacco grading demonstration given by Mr. Roy R. Gordon. This demonstration proved very timely and practical

because it taught these farmers the meaning of the symbols for U. S. grades places on sales tickets when their tobacco goes to market. It also taught the various factors that go to make up a grade of tobacco.

C. PLANT BED WEED CONTROL DEMONSTRATION:

Fifty-five farmers attended a tobacco plant bed weed control demonstration on the farm of Mr. Joe Jackson, Murpheys Grove Community. Mr. Richards and Mr. Fitzgerald from The America Cyanamid Co., Raliegh, N. C. assisted in giving this demonstration.

Farmers attending observed a method demonstration on how to use calcium cyanamid to kill weed seed on tobacco plant beds. Many other plant bed management and diseases problems were discussed. Floyd Williams, Assistant County Agent (Tobacco) Halifax, County also assisted in giving this demonstration.

D. PUBLICITY OR FARM NEWS:

This year the radio and newspaper were jointly used as a main tool for mass communication. Success stories pretaining to demonstrations and other timely and seasonal information were some of the activities discussed through the paper and over the air. Circular letters were also used to carry desired agricultural information and other notices of meetings, etc.

VIII. 4-H CLUB WORK:

A. COUNCIL ACTIVITIES:

The 4-H council met twice this year having as attendance of one hundred and twenty-five members. The business of the meetings held April 3rd. was to elect officers, present awards, make plans for the completion of projects and the attendance of 4-H camps and other council activities. The following week the County council reporters gave a colorful report of what happened

at the council meeting which was published in the South Boston News.

B. PROJECT WORK:

Project completions this year were a little higher than in the past years, All phases of the project showed improvement except record keeping. Many boys kept good records until mid-summer and then the record book was lost. Personal assistance on keeping records was given to many of the club members this year. Most clubs received some training in judging farm produce and farm safety.

Twenty-seven boys participated in the county fair. The club members showed excellent judging ability in selecting their farm produce which was placed on exhibition at the fair. In their judging work they were taught some of the various standards and requirements farm products must meet to make U. S. grades Nos. 1, 2, etc.

C. RURAL LIFE SUNDAY:

Rural Life Sunday was observed Sunday, May 17th in the Mount Olive Baptist church , in South Boston, Virginia at 3:00 P. M.. Reverend Harry Bailey preached a sermon suited to the occasion. The congregation was composed of 4-H Club "eaders and Members from twelve or more clubs. Velton Edmonds (Ingram club, Vice-President of the council was master of sermonies. Meadville's club rendered the music and Joseph Buster of the Shiloh's club assisted with the offering.

D. STATE SHORT COURSE:

The County Council sent three delegates to the State Short Course, which convened at Virginia State College, Petersburg, Va., June 29th to July 3rd, 1953.

The names of the delegates are as follows:

1. Joseph Buster.....Shiloh Club
2. Velton Edmonds.....Ingram Club
3. Douglas Smith.....Hyco Club

IX. COOPERATED WITH S.C.S. & P.M.A.:

The agent cooperated with the above agencies and held various meetings to acquaint farmers with recent changes in the Ag. conservation program under the new administration. Farmers were informed that the new program called for a package job in carrying out a conservation practice if they are to receive any Federal Financial Assistance. Farmers were advised to make out a farm plan and take advantage of conservation practices offered.

X. COOPERATED WITH F.H.A. AND P.C.A. (or CHATHAM LOAN):

Both agencies worked together in planning demonstrations and other activities for veteran classes. We must work together if progress is to be ours.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Halifax State Virginia

Nov. 20

REPORT OF

Name of Agent	Title	Period of Service From	To
N. E. Jennings	Local H.D. Agent	12/1/52	11/30/53.
Robert E. Jennings	Local Farm Agent	Dec 1, 1952	Nov. 30, 1953

READ SUGGESTIONS ON PAGE 32

Approved:

Date

State Extension Director

Form ES—21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

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

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

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.

8b. For the definition of young men and women's work (YMW) see items 132 through 135.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

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

   In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.

10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	County total D
1. Farm or home visits.....Number..	226		394	620
2. Office calls.....do..	176		172	348
3. Telephone calls.....do..	48			48
4. News articles or stories prepared Number..	2		20	22
5. Broadcasts made or prepared:				
a. Radio.....do..	30		9	39
b. Television.....do..				
6. Bulletins distributed.....do..	826		825	1651
7. Adult result demonstrations conducted.....Number..	18		32	50
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number..	5		5	10
(2).....Attendance..	42		37	79
b. YMW work:				
(1).....Number..				
(2).....Attendance..				
c. 4-H Club work:				
(1).....Number..	4			4
(2).....Attendance..	11			11
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number..	90		21	111
(2).....Attendance..	968		663	1631
b. YMW work				
(1).....Number..				
(2).....Attendance..				
c. 4-H Club work:				
(1).....Number..	119		42	161
(2).....Attendance..	1728		451	2179
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number..	38			38
(2).....Attendance..	358			358
b. YMW work:				
(1).....Number..				
(2).....Attendance..				
c. 4-H Club work:				
(1).....Number..	65			65
(2).....Attendance..	930			930

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here.
15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.

EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

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

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

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

Item	Councils or committees	Members	Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	*Number*	*Number*	*Attendance*
a. Over-all or general	1	108	4	80
b. Agricultural	1	6	2	11
c. Home demonstration	1	28	2	21
d. Young men and women				
e. 4-H Club	1	102	2	125

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

Item	A	B
	Number	*Attendance*
a. Community or local meetings	5	75
b. County meetings		

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

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

Item	Men	Women	Older club	
	A	B	Boys C	Girls D
a. In adult agricultural work	24		x x x x	x x x x
b. In adult home demonstration work		44	x x x x	x x x x
c. In young men and women's work			x x x x	x x x x
d. In 4-H Club work	15	14	4	6
e. Total number of DIFFERENT leaders	29	52	4	6

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 14

17. Number of members in such clubs or groups..... 367

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.

19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.

20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed.

21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work.

Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. Additional information is given below.

Days devoted to cooperation with other agencies (items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".

21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.

21b. This is to include days spent attending summer extension courses, workshops, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21c through 21t.

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

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	County total D
18. Calendar months of employment	12		12	24
19. Total days worked	281		288	569
20. Days devoted to—				
a. Adult work	141		166	307
b. 4-MW work				
c. 4-H Club work	140		122	262
21. Days devoted to—				
a. Extension organization and program planning	24		23	47
b. In-service training of agents			3	3
c. Crops			150	150
d. Livestock			56	56
e. Marketing; distribution; and service organizations			8	8
f. Soil and water conservation and management			15	15
g. Forestry			19	19
h. Wildlife				
i. Planning and management of the farm business			8	8
j. Farm buildings and farm mechanical equipment			6	6
k. House and surroundings, furnishings and equipment	75			75
l. Home management				
m. Family economics				
n. Clothing	~~30~~ 43			~~30~~ 43
o. Foods and nutrition	133			133
p. Health	2			2
q. Family life, child development, parent education				
r. Safety	4			4
s. Community development and public affairs	13			13
t. Days that cannot be charged specifically to one of items a through s				

CROPS—Production and Marketing—*Interpretation*

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

B. Corn for silage and grain cut for hay.
C. Cottonseed and flax in those areas where they are grown for fiber.
E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
F. Coffee.
G. Watermelons, cantaloups, and yams.
H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.

22. The voluntary local leaders or committeemen who have actively engaged in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.

23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.

24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
   (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
   (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
   (3) Probable number of OTHER PERSONS REACHED with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
   (4) All other available evidence indicating the proportion of potential clientele; for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

25. Item should include—
   a. The total number of persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "g"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the subitems 25b through 25g.
   c. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42i.
   g. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.

26. Item should include—
   a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26b, c, or d.
   b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
   c. The use of market reports, supply and demand reports, outlook, etc.
   d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans. A	Hay and other forage, pasture, range B	Cotton and other fiber crops C	Tobacco D	Oil and sugar crops E	Fruits and nuts F	Vegetables, including potatoes G	Flowers, ornamental shrubs H
22. Number of voluntary local leaders assisting	20	25		22		1	8	
23. Total number of persons contacted individually or through meetings	150	625		300			100	
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices	15	85		95			5	
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production	~~11~~ 12	~~63~~ 75		75			~~2~~ 5	
Specific production and management practices incident to—								
b. Use of improved varieties and strains	11	41		75			2	
c. Use of fertilizers	8	53		95			1	
d. Control of injurious insects	1	2		89			5	
e. Control of diseases	1			90				
f. Harvesting, storing, and curing	12	75		87			4	
g. Efficient work methods		75		92				
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing		50		25			5	
Specific marketing practices incident to—								
b. Preparation for market		50		25			5	
c. Commodity outlook and market information		50						
d. Arranging to sell and selling		50		25			5	

LIVESTOCK—Production and Marketing—*Interpretation*

Work done with farmers and other persons in connection with the production of various kinds of livestock and livestock products, and with those aspects of marketing ON THE FARM, is grouped in this section. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC aspects when reporting work done.

F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.

27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.

28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.

29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—

(1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).

(2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.

(3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.

(4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.

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

30. Item refers to—

a. The number of persons helped with any livestock production or management practice. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.

b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.

f. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.

31. Item should include—

a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.

b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.

c. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.

d. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting	2		6			
28. Total number of persons contacted individually or through meetings	8		115			
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	2		3			
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management	2		3			
Specific production and management practices incident to—						
b. Selection and breeding	2		2			
c. Feeding	2		2			
d. Controlling external parasites	2		2			
e. Controlling diseases and internal parasites	2		2			
f. Efficient work methods	1		1			
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing			3			
Specific marketing practices incident to—						
b. Preparation for market			3			
c. Commodity outlook and market information			3			
d. Arranging to sell and selling						

32. Columns A through F to include—
    A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
    B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
    C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
    D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
    E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
    F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
    b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
    a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
    b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
    c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
       (2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
    d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
    e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
    f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
    g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
    h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
    i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
    j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

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

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

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

Number

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

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

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

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

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

42. Item—

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

f. Refers to problems relating to the removal of excess water: Installation of tile, drainageways, and ditches. Persons given assistance in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management A	Forestry B	Wildlife C
39. Number of voluntary local leaders assisting	7	10	
40. Total number of personal contacts made individually or through meetings	21	160	
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	8	85	

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use	8
b. Contour and strip cropping	4
c. Terracing	5
d. Grassing waterways	3
e. Water supply, storage, and distribution	1
f. Drainage	
g. Irrigation	
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.)	8
i. Use of fertilizers (commercial and barnyard)	8
j. Production of soil-improvement crops	8
k. Crop rotations	6
l. Land clearing	
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.)	
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees)	85
c. Timber harvesting (includes selective and other recommended cutting for forest products)	15
d. Estimating and appraising	
e. Production of maple-sirup products or naval stores	
f. Treating wood products with preservatives (fence posts and building timbers)	85
g. Marketing of forest products (includes markets and timber-selling practices)	85
h. Fire prevention	85
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish	
b. Making food and cover plantings for wildlife	
c. Protection of wildlife areas from fire or livestock	

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
    a. All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
    b. Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
    c. Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
    d. Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48c refers to long-time adjustments, 48d should include adjustments made from year to year.
    e. Special work in helping farmers to develop new sources of income.
    f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
    g. Help given persons in locating and/or appraising a farm for rental or purchase.
    h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
    i. Leases, partnerships, property transfers, and farm and liability insurance. (See item 66d.)
    j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

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

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

54. The farmhouse should NOT be included. It should be reported under item 60.
    a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
    b and c. Also include planning and decisions relating to efficient lay-out within a farm building.
    d. Also include equipment that may be constructed as part of the building.

55. Item—
    a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
    b. Refers to labor-saving devices and equipment developed or built by the farmer.

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

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings A	Farm mechanical equipment B
51. Number of voluntary local leaders assisting	6	
52. Total number of persons contacted individually or through meetings	21	
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	3	

	Estimated number
54. Farmers and other individuals reported in item 53-A, assisted with—	
a. Arrangement of farm-building lay-out	3
b. Construction of farm buildings	3
c. Remodeling or repairing farm buildings	
d. Selection or construction of farm-building equipment	
55. Farmers and other individuals reported in item 53-B, assisted with—	
a. Selection of farm mechanical equipment	
b. Developing labor-saving devices and equipment	
c. Use, care, and repair of farm mechanical equipment	
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes	

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

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

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

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

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

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

59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:

(1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).

(2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.

(3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.

(4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

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

60. Item—

Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.

d. Refers to storage space in any other area of house other than kitchen and laundry.

g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.

h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

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

61. Item should include—

a. Electrical equipment in the home. Work done with sewing equipment should be reported under item 67d.

d. Refinishing furniture, upholstering, chair seating, renovation of accessories.

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

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting	8	16
58. Total number of persons contacted individually or through meetings	126	475
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices	95	291

	Estimated number
60. Families, homemakers, and other individuals reported in item 59-A assisted with—	
a. Building a new house	4
b. Remodeling or repairing the house	13
c. Improving kitchen or laundry	24
d. Improving storage space	
e. Selection, installation, use, and care of water and/or sewage systems	3
f. Selection, installation, use, and care of heating and/or cooling systems	1
g. Planning electrical systems	
h. Landscaping home grounds	27
61. Homemakers and other individuals reported in item 59-B assisted with—	
a. Selection, use, and care of home equipment (other than sewing equipment)	56
b. Selection, use, and construction of home furnishings	120
c. Repair, reconditioning, and care of home furnishings	95
d. Furniture arrangement and use of accessories	
e. Color schemes and wall finishes	120
f. Floor finishes	

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

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

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

Assistance includes work done—

b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)

c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in item 67b.)

66. Includes work done—

b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).

d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.

b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.

c. On both new and remodeled clothing.

e. On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders			10
63. Total number of persons contacted individually or through meetings			477
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices			285

	Estimated number
65. Homemakers and other individuals reported in item 64-A assisted—	
a. In arriving at management decisions	
b. In improving housekeeping methods	
c. With family laundering	
66. Homemakers and other individuals reported in item 64-B assisted—	
a. In the use of rural family outlook information	
b. With family financial planning	
c. With keeping and analyzing home records	
d. With family legal matters	
67. Homemakers and other individuals reported in item 64-C assisted—	
a. In selecting and buying clothing	130
b. With care and mending of clothing	261
c. With clothing construction	
d. In selection, use, and care of sewing and pressing equipment and with sewing centers	
e. With good grooming and posture (personal appearance)	130

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY—*Interpretation*

Columns A, B, C, and D include the specific practices listed under items 71, 72, 73, and 74, respectively, as well as other related work.

68 and 69. See interpretations of items 57 and 58.

70. Considers factors outlined for item 59.

71. Assistance includes—

a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.

b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.

c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.

d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.

e. Child feeding, maternal diet, food for the aged, weight control, diets for special needs, as well as general nutrition for good health.

72. Assistance includes—

a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.

c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in—

c. Willingness to work as a family member toward a family goal—family councils.

d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition A	Health B	Family life C	Safety D
68. Number of voluntary local leaders assisting	28	1		2
69. Total number of persons contacted individually or through meetings	650	65		150
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices	377	18		14

71. Families reported in item 70-A assisted— *Estimated number*

a. With planning and/or producing the home food supply 25

b. In selecting food 125

c. With meal planning and food preparation 225

d. With preservation and storage of food 88

e. In improving diets 120

72. Families reported in 70-B assisted in—

a. Sanitation practices and facilities 18

b. First aid and home nursing .....

c. Dental-health education .....

d. Health education leading to physical examination by a physician 2

73. Families reported in item 70-C assisted with—

a. Child development and guidance .....

b. Providing recommended play, clothing, and equipment suited to age of children .....

c. Understanding roles of family members and strengthening family relationships .....

d. Individual adjustments and personality development .....

e. Home and family recreation .....

74. Families reported in item 70-D assisted with—

a. Fire prevention around the farm and home .....

b. Accident prevention around the farm and home 14

c. Accident prevention away from home place .....

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.

B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

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

D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.

75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.

76. Includes improvement clubs, councils, committees for special purposes.

77. Item includes—
    a. Studies and surveys.

78. Item includes—
    a. Such regional or area development programs or projects as river basin; watershed; soil conservation district, land use; land reclamation; flood control; and industrial development.

79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.

80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.

81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and special drives.

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

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

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.

B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.

C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report units involved for completed projects only.

The following items include projects in—

89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
105-C. Tractors maintained or serviced.
106-C. Articles that may be either made or repaired.
107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled A	Members completing B	Units involved in completed projects C	
	Number	*Number*	*Number*	
82. Corn	53	40	42	*acres*
83. Other cereals	1	1	1	*do.*
84. Peanuts				*do.*
85. Soybeans, field peas, alfalfa, and other legumes				*do.*
86. Potatoes, Irish and sweet	2	2	2	*do.*
87. Cotton				*do.*
88. Tobacco	41	38	12 1/4	*do.*
89. Vegetable growing	44	23	10 1/4	*do.*
90. Fruits				*do.*
91. Range and pasture				*do.*
92. Other crops				*do.*
93. Soil and water conservation and management				*do.*
94. Forestry	2	2	20	*do.*
95. Wildlife and nature study			xxxxxxxxxxxxxxxx	
96. Poultry (including turkeys)	23	12	686	*birds*
97. Dairy cattle	2	2	2	*animals*
98. Beef cattle	2	2	2	*do.*
99. Sheep				*do.*
100. Swine	86	30	30	*do.*
101. Rabbits				*do.*
102. Other livestock				*do.*
103. Bees				*colonies*
104. Entomology			xxxxxxxxxxxxxxxx	
105. Tractor maintenance	4	4	4	*tractors*
106. Electricity	2	1	1	*articles*
107. Farm shop				*do.*
108. Other engineering projects			xxxxxxxxxxxxxxxx	
109. Farm management			xxxxxxxxxxxxxxxx	
110. Beautification of home grounds	1	1	xxxxxxxxxxxxxxxx	
111. Meal planning and preparation (include baking)	39	33	410 222	*dishes prepared* *meals served*
112. Canning and preserving (other than freezing)	46	40	1615	*quarts*
113. Freezing of foods	13	12	286	*quarts frozen*
114. Health, nursing, first aid			xx 361	*pounds frozen*
115. Child care			xxxxxxxxxxxxxxxx	
116. Clothing	142	121	121	*articles*
117. Home management			xx 56	*garments*
118. Home furnishings and room improvement	50	12	62 9	*articles* *rooms*
119. Home industries, arts, crafts				*articles*
120. Junior leadership			xxxxxxxxxxxxxxxx	
121. All other			xxxxxxxxxxxxxxxx	
122. Total	503	376	xxxxxxxxxxxxxxxx	

4-H CLUB MEMBERSHIP—*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.

124. 4-H Club members—
   a. Enrolled are those boys and girls who actually start the work outlined for the year.
   b. Completing are those boys and girls who satisfactorily finish the work outlined for the year.

125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
   a. Bureau of the Census definition of a farm as used in the 1950 Census is:

      In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of $150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to $150 or more.

   b. Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
   c. Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.

127. Age of club members at time of enrollment is to be used as basis for reporting.

128. Report only club members who received DEFINITE training in projects included in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
   e. Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.

4-H CLUB MEMBERSHIP

	Boys	Girls
123. Number of 4-H CLUBS		17
124. Different 4-H Club members—		
a. Enrolled	189	285
b. Completing	152	224
125. 4-H Club members from—		
a. Farm homes	176	257
b. Rural nonfarm homes	8	28
c. Urban homes	2	
126. 4-H Club members enrolled by years in club work:		
a. 1st year	86	53
b. 2d year	22	70
c. 3d year	30	77
d. 4th year	51	49
e. 5th year		27
f. 6th year and over		12
127. 4-H Club members enrolled by ages:		
a. 10 years and under	23	28
b. 11 years	26	28
c. 12 years	38	54
d. 13 years	35	59
e. 14 years	41	51
f. 15 years	11	35
g. 16 years	12	19
h. 17–20 years, inclusive	3	11

	Boys and Girls
128. 4-H Club members who received definite training in—	
a. Judging	219
b. Giving demonstrations	79
c. Group recreation leadership	
d. Music appreciation	4
e. Money management (thrift)	7
f. Farm and home safety	113
g. Citizenship	
h. Personality improvement	
i. Soil and water conservation	55
j. Forestry	31
k. Health, nursing, first aid	
129. 4-H Club members having health examination because of participation in the extension program	3
130. Number of members participating in a 4-H Club camp	6
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs	1

WORK WITH YOUNG MEN AND WOMEN—*Interpretation*

The purpose of this section of the report is to determine how many young men and women approximately 18 to 30 years of age, are being reached through special programs geared to meet the needs of this age group. It is recognized that much of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

132. Only those groups of young men and women that Extension has organized should be reported under this item. Included will be such groups as young men's clubs, young homemakers' clubs, young married couples' clubs, general-interest groups, 4-H alumni, and honorary or service clubs. Indicate whether the foregoing are operating on a community or county-wide basis.

133. In some instances the organization of young people's groups has been a joint effort of Extension and some other organization. Where that has occurred, information for such groups should be reported here.

134. In many counties agents are called upon to work with young people in groups not organized by Extension. Examples of such groups are church groups of young married people, GI classes taught in the schools, and independent groups that may have organized themselves.

135. In counties where agents are making a definite effort to reach young people 18 to 30 years of age there will be some persons, not in one of the organized groups listed above, whom the agent has assisted during the year.

WORK WITH YOUNG MEN AND WOMEN

Item	Community groups A	County-wide groups B
132. Extension-organized groups of young men and women:		
a. Number of such groups worked with during year		
b. Membership in such groups: (1) Young men		
(2) Young women		
c. Meetings held during year: (1) Number		
(2) Attendance		
133. Groups jointly organized by Extension and another organization:		
a. Number of such groups worked with during year		
b. Membership in such groups: (1) Young men		
(2) Young women		
c. Meetings held during year: (1) Number		
(2) Attendance		
134. Other groups of young men and women not organized by Extension with whom Extension worked:		
a. Number of such groups assisted during year		
b. Number of different individuals reached through such groups:		
(1) Young men		
(2) Young women		

135. Individual young men and women not reported in items 132, 133, or 134 who are part of a definite young men and women's extension program:

a. Number of persons assisted:

(1) Different young men _____

(2) Different young women _____

MISCELLANEOUS—*Interpretation*

The following items should include work done—

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

MISCELLANEOUS

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

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	Estimated number	*Estimated number*	*Estimated number*
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year	225	8	•?
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year	725	60	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication)	890	68	

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the extension agent holds several meetings in the county where he and PMA committeemen explain the agricultural program to farmers. Those meetings would also be reported in this section as well as in the Extension Teaching Activities section. "Days devoted" in both places would be reported in the appropriate column below and also in the Program Emphasis section.

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

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

165. Line is left blank for State use.

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

COOPERATION WITH OTHER PUBLIC AGENCIES

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

YOUR ANNUAL REPORT

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

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

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

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

General Directions

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

The Narrative Report

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

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

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

For minor lines of work, only the results need to be reported to complete the record of the year's work.

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

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

The Statistical Report

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

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