

COUNTY AGENT'S NARRATIVE REPORT

HENRICO COUNTY
VIRGINIA

C. C. West

COUNTY AGENT

DECEMBER 1, 1946 -- NOVEMBER 30, 1947

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III--BRIEF DESCRIPTION OF COUNTY ORGANIZATION

THE AGRICULTURE PLANNING COMMITTEE is composed of the heads of all the commodity groups plus representatives of 4-H Club and Home Departments. This suits the needs of a people who are partially urban or are urban minded. Due to the lack of geographical demarkation lines and the existence of suburban developments over the County, there are no clear cut communities and community spirit, with one exception, does not exist. Interest centers around commodities as most of the agriculture is specialized. All farm lanes turn toward the City and it is the center of interest.

COMMITTEES for dairy, poultry and livestock serve the interests of the majority of the farmers of Henrico County. With an Agronomy committee, the entire economic system of the county is served.

The very active 4-H Clubs are headed by the 4-H Council, which has functioned well in planning 4-H Club work on a county basis. The 4-H Honor Club does not plan, but support the plans of the 4-H Council.

IV--TYPE OF AGRICULTURE

Agriculture in Henrico is of two types, Commercial farming and part time farming. Of 1,299 farms, there are 787 which produce primarily for home consumption. This group of farms is owned largely by owners who earn their livelihood in the city, using the farm mainly for food production. The other 512 farms constitute the main portion of the county's agricultural wealth.

Soils consist of both Coastal Plain and Piedmont series, with a mixture of both in the central part. The overlapping has resulted in numerous gravelly soils, which are unsuited for agricultural purposes. Most soils are well suited for grain and forage production, particularly the James River bottom land.

Dairying is the leading industry, with a production of \$957,115 worth of products, closely followed by poultry with \$903,197 worth of products. Livestock farms produced the third largest volume, with \$270,988 worth of products. These types of farms account for eighty percent of the county's agricultural wealth. General farms, flowers and ornamental plants and vegetables make up the remainder. Strangely enough, vegetable growing is of very minor importance.

v - PROJECT ACTIVITIES

(a) AGRONOMY

Fertilizer is more readily available in Henrico County than most counties, due to the existence of several mixing plants. Consequently several farmers this year started procuring fertilizer in bulk and spreading from lime-spreader trucks. This practice has proven very economical in applying fertilizer to alfalfa seed beds and to pastures. Several dollars per ton of fertilizer is saved, both in initial cost and spreading. This method has not yet been used on grain crops but will be during the coming year.

Five hundred pounds of fertilizer per acre on all grain crops is now a common practice, due to the high price of farm products and the constant work of the Extension Division using personal contacts, newspaper, radio, and circular information to inform farmers. Local policy has been to give publicity to the Experiment Station fertilizer recommendations as each planting season approaches.

CORN---With few exceptions, the corn crop is now planted with adapted hybrid seed. Local seedmen have been very co-operative in stocking seed and recommending to their customers those hybrids recommended by the Extension Service. Were it not for the help of seedmen, Henrico County would have much less acreage of adapted corn hybrid. A list of adapted corn hybrids was furnished all farmers. The same information was disseminated by radio and newspaper. The newspaper seems to be the most effective, at least it causes more reaction among seedmen and farmers, both pro and con, than any other sources do.

One corn hybrid demonstration was planted. The results were very gratifying. None of the farmers visiting the demonstration were interested in seeing hybrid corn as they were all growing it, but they were extremely interested in having the opportunity to compare the various hybrids growing side by side. As a result, a number of farmers decided to change varieties.

ENSILAGE--corn is of major importance in Henrico, and a test was run in cooperation with the Experiment Station to determine the hybrid best suited for ensilage purposes. The test crop was grown with the cooperation of a county farmer, the farmer furnishing the land, fertilizer and cultivation. U.S. 99 was the outstanding hybrid in this year's performance. This information will greatly influence the next year's ensilage crop.

Two 4-H Club Members produced over 100 bushels of grain per acre this year. The records were made with U.S. 357 and U.S. 99. High yields are stimulating interest in 4-H club corn projects.

OA TS--Practically the entire oat crop was planted with varieties recommended by the Extension Service. Lee Cold Proof being the main crop, with a few plantings of Letoria being made for the first time.

One oat variety demonstration was planted to familiarize farmers with those varieties recommended by the Experiment Station. The varieties used in the demonstration were Lemont, Lee Cold Proof and Letoria.

WHEAT--Redhart and Foward have long been the leading varieties of wheat in Henrico, however, the crop has been poor for the past several years, particularly this year when mildew caused much damage. On recommendation of the County Agent, a number of farmers planted Thorne this year.

Due to the lack of enough Thorne seed locally, a great deal of V.P.I. 131 was planted although Henrico County does not normally plant bearded wheat.

Twelve bushels of Vahart wheat were planted for distribution to county farmers for next year. One variety demonstration was planted to acquaint farmers with the wheat varieties now recommended for this section. Nured, Thorne and V.P.I. 131 were planted in the demonstration. Due to the scarcity of seed, Vahart was not included, but will be next year. The demonstration was planted at the edge of Richmond on a highway, so it would be seen by the maximum number of farmers. It is safe to predict that the bulk of the Henrico wheat crop will be Thorne and Vahart in another two years.

BARLEY--Barley is a major feed crop and the variety used is Wong. It is used extensively by dairymen as a spring ensilage crop. The appearance of smut in this important crop this year indicates the Extension Service may have work to do towards barley improvement before long.

SOYBEAN--For many years Wood's Yellow Soybeans have been the main crop for seed. This year, on recommendation of the Experiment Station, a number of farmers planted the new Ogden variety. The bean proved superior to the old varieties in yield, and was well liked by the growers. An abnormal market caused a discrimination in the price of Ogdens at the beginning of harvest season, which depreciated the value of the County Agent's recommendation. However, the discrimination was not justly founded and the market has now adjusted itself by raising the price of Ogdens to that of Yellow varieties, once again putting the Experiment Station and the County Agent

in good standing with the soybean growers. Samples of Ogden beans were collected and sent to the Division of Markets for oil analysis in order to acquaint buyers with the superiority of the new bean.

ALFALFA--Bacterial Wilt was identified for the first time in Henrico County. Efforts to obtain Buffalo seed for trial on the infected farms failed, but will be tried later.

LADINO CLOVER pasture tripled in acreage during the year. One farmer increased his yield greatly by using an irrigation system on a new seedling of Ladino during dry weather. Vegetable irrigation equipment was used and water was drawn from a nearby pond. The venture was highly successful under the farmer's particular conditions. Orchard grass and redbud have been planted with Ladino almost entirely, but orchard grass has not lived up to expectations on our soils.

FALL PASTURES of crimson clover, rye and rye-grass have been encouraged and have gained some headway. One dairyman reported an increase of two cans of milk per day on this type of pasture last spring. This practice lends itself particularly well for use in Henrico, in that the pasture can be plowed and planted to corn early in May after other grass has a good start.

(b) POULTRY--Every opportunity has been taken during the year to encourage Henrico poultrymen to join the Virginia Poultry Federation. The County Poultry Committee put on a campaign to enlarge local membership in the Federation.

An active campaign was conducted during the year to get people to use chicks produced under the National Improvement Plan. Practically all com-

mercial poultrymen are using U.S.-Va. Approved-Pullorum Controlled, or better chicks. However, there are still many farm and back-yard flock owners using high grade chicks. Many people called the County Agent's office to enquire if certain chicks they intended to buy met the standards we recommended.

THE USE OF SULFAGUANIDINE was dubiously accepted at first but during the year won its place among Henrico broiler growers as one of the necessities for successful broiler production. While all poultrymen strive to prevent coccidiosis they feel that Sulfaguanidine is the cheapest cure if infection starts.

Quite a bit was accomplished in getting healthy pullets reared. Circulars were mailed to flock owners regularly, recommending timely practices such as use of pasture, range shelter, and feeding of oats. Constant publicity was given this subject throughout the summer months. Special emphasis was placed on Ladino clover for poultry pasture.

Considerable information has been dispensed on housing, principally in regard to deep litter and eliminating drafts, which has caused considerable colds among county flocks. Use of deep litter has reduced loss from coccidiosis and has reduced labor in laying hens. Most poultrymen are well pleased with the use of deep litter.

Numerous culling demonstrations have been conducted through the year and a culling campaign is being conducted at the end of the year in the grain saving campaign.

In practically all cases where the County Agent is asked for a diagnosis in the case of poultry diseases the specimens are taken to the State laboratory. The laboratory has been of great help because quite often the

initial diagnosis is incorrect and only by a culture test can a correct diagnosis be made.

Poultry was one of the 4-H Club projects. One Poultry Judging team attended the State Poultry Judging Camp. The Assistant-County Agent was director of the 4-H Club Poultry Camp, and took a leading part in planning the Camp. Of thirty-four 4-H Club Poultry Projects started, twenty-eight were completed.

(c) DAIRYING--The dairy industry in Henrico County consists of 42 dairy farms, and has an average production of over \$20,000.00 per farm. There are still a few large herds in the county which have inefficient pasture and crop land to adequately support the number. There has been a marked tendency this year for more such dairies to seek ways of producing their own feed. The County Agent has found many older dairymen resist new feeding practices, but, with the help of high feed prices, some changes have been made. One leading dairy changed completely this year to producing all its grain and is most pleased with the results. Another dairyman fed ground soybeans in lieu of purchased supplements, because of the unfavorable bean meal ratio, and the results were most pleasing. This is probably the most successful dairy feeder in the county, as he buys nothing but calf meal.

HAYDRIERS have not been too popular. Our farmers are still looking for a way to put up a quality hay with less labor. Probably drying cut hay or bales will be the answer. At present the hay is cured in the field in the best manner possible, but the quality is still poor. Alfalfa is the main hay crop of our dairymen, though much has yet to be done to improve the quality. Poor roughage is our number one problem. Several farmers put the first cutting of alfalfa in the silo this year and were most pleased, probably starting a practice which will partially answer our dairy roughage problem.

D.H.I.A. work has been at a standstill due to the lack of competent personnel. One Supervisor tested for five months and since then we have been unable to get a permanent supervisor.

If there has been an outstanding new practice in the field of dairying, it has been fly control in and about dairy barns. D.D.T. is universally used by our dairymen. The fly menace is hardly a problem any more. More work needs to be done to get young stock on pasture sprayed with D.D.T. This practice is being carried out by some dairymen, but not enough.

4-H Club Dairy Projects increased from nine to nineteen. Eight calves were shown at the fall fair. Interest in 4-H club dairy work is on the increase and will show more improvement during the coming years.

(d) LIVESTOCK--Beef Cattle and Swine farms produce the third largest income in Henrico County. There has been a slight increase in the number of beef herds due to the influence of soil conservation work. Cattle feeding is suppressed somewhat by a poor cattle market.

SWINE production has received a setback, particularly among larger feeding operations, since the city has changed its system of garbage disposal, making less hog feed available.

All of the beef cow herds are now headed by purebred sires. The County Agent does not have knowledge of a single grade beef bull being used. The same cannot be said of swine, so, consequently, effort has been made to rid the county of grade boars, it having been listed as a means of saving grain in our grain-saving campaign. Several purebred boars were added to the county's supply during the year.

THE D.D.T. spraying program was hampered by lack of spraying equipment. Information was sent to all cattle producers concerning the use of D.D.T. for fly and lice control.

As a result of a program to control internal parasites in swine, sodium fluoride is now in general use. This practice was not used in Henrico prior to this year.

BABY BEEF and 1st pig projects have been prominent in 4-H Club work. Two pens of fat pigs and eighteen baby beeves were exhibited at the spring 1st show.

(e) HORTICULTURE--Small fruit--Commercial small fruit growing is limited to about six growers, who produce blackberries and strawberries on a small scale. The County Agent is called on continuously, however, mostly by suburban and urban gardeners, for information on cultural practices and particularly for information on sprays on insect and disease control. We have found the spray formulas for small amounts in the spray bulletin and handbook to be most useful in helping the small gardeners. Next to insect and disease control, we are called upon to recommend varieties most often. Winter care of strawberries is also an important item we have worked on.

ORNAMENTALS--The County Agent's office has limited its work with ornamental shrubs to disease and insect control. During the summer months this office received phone calls daily, requesting ways to rid ornamental shrubs of insects. D.D.T. has been a wonderful help, particularly in the urban areas where the Japanese beetle has played havoc with shrubs. Ways of making soils acid for acid-loving plants is another service often rendered our urban friends.

VEGETABLES--Of all agricultural enterprises, commercial vegetable growing is the least important in Henrico County, but home gardening is widely practiced by urban and rural dwellers alike. In the spring the County Agent is called upon to speak at civic clubs on the subject of gardening. From February to June, information is constantly disseminated by letter, personal contact, telephone, radio and newspapers, listing recommended garden varieties, planting dates, fertilizer, and insect and disease control measures. The vegetable Garden Suggestions, published by V.P.I., has been our most used printed matter.

(g) FARM LABOR--Henrico County has used no migratory labor. The County Agent's office has acted as an employment agency for farm labor. Farmers desiring labor notify this office and applicants are sent directly to the farmer. The County Agent does not do any contracting, but merely gets the applicant and the farmer together. The service has been of great benefit to farmers of Henrico County. The only trouble experienced has been a large number of drifters applying for work. Most applicants applying directly to this office have been fairly satisfactory. The majority sent by the State Employment Service have not been acceptable to our farmers.

(I) COOPERATIVES--There are two large Farmer Cooperatives operating in Henrico County. Both are old established businesses and require no help in organization. The County Agent keeps them informed as to the latest practices, new materials needed by farmers, and the recommended seed varieties.

One Rabbit-marketing Cooperative, which the County Agent did assist with, failed during the year. Poor management and a clash of personalities were responsible for the failure. It is doubtful that the supply of rabbits justified a marketing-cooperative, and it is doubtful that the local people involved

in the rabbit business could get along with one another well enough to operate a Cooperative. There may come a time when the supply increases that a rabbit-marketing cooperative could be successful.

(k) GUIDANCE PROGRAM FOR VETERANS--There has been no organized program for veterans in the Extension Office. We do, however, advise veterans interested in agriculture in many matters. Most veterans coming to this office are interested in the Veterans Training Program. They are then directed to the Veterans' Training Instructor, who works in their home community. The County Agent works with the Veterans' Training Instructor and supplies information and bulletins needed in veterans' training.

VI-- ORGANIZATION-- FOUR-H CLUBS

a. County Council--This organization is made up of all the officers of the community clubs. There are 13 joint clubs and two girls' clubs. The officers of the County Council are: President, Vice-President, Secretary and Treasurer, Song Leader and News Reporter. The membership is 75 members. Three meetings were held this past club year. The first meeting was devoted to organization and training in duties of various officers and parliamentary procedure, also a program of work was planned for the year. This plan is given below.

1. Each club strive for 100% completions in project work
2. Each club strive to improve quality of members.
3. Each club to take part in county--wide activities, such as:
 1. Achievement Day
 2. Rally Day
 3. Rural Life Sunday
 4. National 4-H Club Week
 5. Jamestown Camp

4. County Council to send boy and girl to conservation camp.
5. Each Club strive for a well planned program.

The second meeting was devoted to making plans to participate in National 4-H Club Week and to check on accomplishments thus far in the program work. At this meeting the Council decided to have each club give a play at a school assembly in recognition of National 4-H Club Week. This play was devoted to various phases of 4-H work designed to acquaint parents, teachers and others with 4-H Club Work. Thirteen out of fifteen clubs in the County gave the program to the school assembly.

The third meeting was called to make plans for summer activities, which included Rally Day, Camps and planning for, and in holding the Harvest Show and Achievement Day.

THE HONOR CLUB

A county 4-H Honor Club was organized during the past extension year for the purpose of honoring, on a county basis, those boys and girls who were doing outstanding 4-H work. The membership is limited to those boys and girls 14 years of age, who, having completed at least three years of club work, and are outstanding in leadership and project work. The selections each year for membership in this organization do not exceed 50% of those eligible. The officers are: President, Vice-President, Secretary and Treasurer, Song Leader and News Reporter. This club met six times last year. The first meeting was devoted to organization and setting up the following goals:

1. Honor Club members to serve as Junior project leaders.
2. Honor Club members to promote better project work and complete records.

3. Honor Club to sponsor Rural Life Sunday.

4. Honor Club to sponsor National 4-H Club Week.

The other meetings were devoted to participation in Rural Life Sunday, a check on projects, to make plans to entertain a group of 4-H boys and girls from Tennessee, and to assist in serving refreshments at a 4-H judging field day.

(b) PROJECT WORK---

Enrollment		Completion
Garden	102	92
Corn	10	8
Wheat	2	2
Strawberries	1	1
Flowers	1	1
Insects	27	21
Beef Cattle	12	12
Poultry	34	28
Dairy	19	17
Rabbits	37	29
Swine	19	13
Sheep	1	1
Bees	3	2

Project completions this year were 82% per club member enrolled and 84.7% per project carried. This is a great improvement over last year, which is due to closer supervision and assistance rendered by Honor Club members.

During the year lectures were given on the various crop projects in the use of approved and recommended seeds, the use of plant food and how plants use it, and the control of insects. Results were good, and the new year promises to be better relative to preventing loss due to insects and diseases. One hundred members exhibited at the 4-H Harvest Show.

In one community, 4-H club members did not have space to carry a usual project. After a conference with the school principal an Insect Project was set up. This was done to keep 4-H work available for those who couldn't carry a garden, crop or livestock project. Members studied habits of insects, life cycle and control methods of insects found in the community. Also specimens were mounted and labeled. Collections were exhibited on Achievement Day. Interest in this project was very high, and educational value very good. This group will study, identify and mount household insects this coming year.

LIVESTOCK project members received instruction in value of pure bred stock, feeding and management. A dairy Field Day was held, at which training was given in showing and fitting animals, and judging. Seven dairy club members exhibited at the Area fair. An increase in dairy projects this year is expected. Also greater participation in activities.

CULLING demonstrations were given to all 4-H Club members, along with lectures on saving grain. Three boys attended Poultry Judging for one week. They assisted in giving demonstrations. Emphasis was placed on securing baby chicks from hatcheries participating in the "Poultry Improved Plan." Result was good. This year additional contest activities will be carried to further interest in poultry.

All beef cattle projects were baby beef for spring Show and Sale. Instructions were given in selecting animal for purpose, feeding and demonstrations on how to fit for a show. Emphasis on numbers this year will be less due to unstable situation.

SWINE projects devoted to breeding and fat enterprises. Instructions were given in principles of feeding, breeding and in feeding for market or home meat. Pens of 4 fat pigs were exhibited at the Spring Show. Results good. This year more pens of four pigs will be fed.

RABBIT projects supply a large amount of meat for home consumption. Training in principles of management was given. Three members participated in shows. Value of all projects \$21,000.67, with profit of \$11,700.21. Prizes won \$242.00.

ACHIEVEMENTS:

1. County Achievement and Harvest Show was held with one hundred exhibiting and 235 attending.
2. Fifty-seven club members attended Jamestown 4-H Camp.
3. Three club members attended Poultry Judging Show for one week.
4. Dairy Field Day held.
5. Each club presented a play to assembly in each school during 4-H Club Week.
6. Four club members attended State 4-H Short Course.
7. Eight outstanding club members attended the Little 4-H Congress at the Cavalier Hotel with the Southside District.
8. One boy was selected to attend National Club Camp in Washington.
- Two club members attended Conservation Camp.

10. Rally Day held.
11. One member taken into 4-H All Star Organization.
12. 4-H Clubs participated in observance of Rural Life Sunday.
13. County 4-H Council sold lunch at the local dairy cattle sale to raise money.
14. A Four-Leaf Clover sale was held to raise funds for 4-H Council.
15. One club member was rewarded for high yield in Corn project.

VII- U.S.M.A. COUNCIL.

- (a) Productions goal meetings were held in six communities. The meetings were poorly attended, but those present were interested in these productions goals. Production goals were met in all instances except hay, which was no fault of the farmer.
- (b) The County Agent worked with the Draft Boards until they were dissolved in April. All agricultural deferrments were referred to the County Agent for investigation and recommendation.

VIII-- COOPERATION WITH PRODUCTION MARKETING ADMINISTRATION.

The office of the Production Marketing Administration is not located with the Extension office, thus the County Agent is not called to do detailed work for the organization and is not responsible in any way for its daily function.

The County Agent does, however, assist with all educational meetings pertaining to the P.M.A. Meetings for the purpose are held in February and the County Agent explains the program to the people with the help of County Committeemen. Throughout the year it is necessary from time to time to explain the function of P.M.A. to various groups and individuals.

ix. C COOPERATION WITH CREDIT AGENCIES

Most Credit Agencies have their State offices located here and it is seldom that the County Agent is called upon to assist the Agencies in any way. This office refers all persons needing credit to the proper Agency.

x. COOPERATION WITH FARM HOME ADMINISTRATION.

Cooperation with the F.H.A. has been very close in all matters pertaining to that office. There are only ten active F.H.A. loans in Henrico County at present, due mostly to the fact that most small farmers who might need credit find it more profitable to work in the City rather than farm, while the people actually engaged in farming do not need credit at this time. The F.H.A. cooperates very closely, however, at all times, and uses the Extension Service recommendations whenever needed.

xi. COOPERATION WITH THE SOIL CONSERVATION ASSOCIATION.

The S.C.S. technician has his headquarters in the County Agent's office and operates almost as one of the Extension family. All recommendations in farm planning coincide with those of the County Agent. On the other hand the County Agent does educational work to get farmers to join the S.C.S. program.

The County Agent is secretary of the James River Soil Conservation District Board of Supervisors, and, as such, has a vote in all matters pertaining to the soil conservation program in this district.

The S.C.S. has been a big help to the Extension workers in the County, in that it enabled us to get more practices recommended into operation through the farm plans. By combined efforts we were able to start some mechanical work in soil conservation. Land was cleared on four farms and four farm ponds were constructed.

XII. OTHER MEANS OF REACHING PEOPLE.

Our people look to the City as a center of attraction and are not interested in Community meetings to any extent, but they look upon the County Agent as a technical adviser who can be reached when necessary by telephone. We have about fourteen hundred phone calls a year, and probably disperse more information by phone than any other single way. It is common practice for farmers to call and ask planting directions for some particular crop, and, usually a week later, we find the practice carried out. We have found a telephone conversation to be about equal to a personal call. There are 448 telephones in Henrico County and, of course, there are many more in the hands of non-farm owners who call the County Agent. The effectiveness of the Extension Personnel would be cut in half if the telephone were taken away. We have not fully appreciated its importance to us.

The radio is an important link in our program, there being radios on 993 farms. This office has a ten minute program each Monday at 12:20 o'clock, which catches most farmers at dinner. We feel that we could not choose a better time of day and the value lies in the fact that we go the air regularly. We attempt to make our program timely and to coincide with what we are working on at the time. We are unable to judge the effectiveness of the radio program except by telephone calls we get regarding information pertaining to some radio program, or portion thereof. If something is said which is radically different from what a listener thinks the reaction is immediate. However, if the listeners are delayed, we seldom hear from them. We do believe the regular radio programs are effective. The County Agent conducted 54 radio programs through the year.

Another method of getting information to the people which we find effective is informing the feed and seed dealer on various plans of our programs. These people come in contact with a large number of farmers daily and by our having them informed on the latest Experiment Station recommendation the information is passed on to the customer. This has been particularly effective with crop varieties, fertilizer and feeding practices.

THE NEWSPAPERS are extremely valuable to the extension worker. The County has good daily newspaper coverage, and, while we have no statistics as to the exact number receiving daily papers, we do know that we get good response from news articles. One example occurred last year when seedsmen reported to us that many farmers brought newspaper clippings with them listing recommended hybrids when buying seed corn.

This office gave one hundred and eleven news articles to local dailies this year. We try to put timely suggestions and local agriculture news in the paper as it occurs rather than a definite amount each week. Reporters call at our office daily so that the effort required to write news articles is very small.

XIII EVALUATION

Summing up the year's work we find our efforts have been fruitful. Disregarding the phases of work which the County Agent is engaged in from year to year, we find a list of clear cut accomplishments achieved entirely within the year.

4-H CLUB WORK

Completions increased from 52% to 82%, an increase of 30%, with an increase of 26% in enrollment.

A 4-H CLUB HONOR CLUB was started during the year.

A very successful INSECT project was started to offer boys something in 4-H Club work who were unable to have standard projects.

A GRONOMY--while not new within the year, we think the work on adapted corn hybrid varieties gave results far exceeding our expectations.

Although the local seed supply was small we did succeed in getting a number of farmers to plant Letoria oats and Thorne wheat for the first time.

On our recommendation a considerable acreage of Ogden beans was planted for the first time in the County.

LIVESTOCK--Sodium Flouride for expelling internal parasites was introduced and used by swine growers for the first time.

POULTRY--Sulfaguanidine came into universal use by our poultrymen during the year. It was not accepted quickly but by the end of the year it was in general use, saving many dollars for our poultry industry.

DAIRY--Practically a hundred percent of the County dairies carried out a fly control program with D.D.T. The results were excellent.

TRENDS.

The year has seen a tremendous increase in housing development in Henrico County, and the suburban problem will continue to increase. This means the local Extension Office will have to increase the service to these people which will result in more time spent on home gardens, lawns and ornamental shrubs.

THE JAPANESE BEETLE

The Japanese Beetle for the first time this year was a menace to farm crops, and was a more serious problem in the urban area. Positive measures will have to be taken by the County next year to stop this new menace.

THE POULTRY BUSINESS

In this there will be little change in the coming year: while a change in feeding practices will occur in the Dairy Business along with increase in Ladino and temporary pastures.

BEEF CATTLE BUSINESS

This business will increase to handle an increased supply of roughage; and Swine production will remain about steady. While there is a great need for more Sheep, the dog problem will not allow any change.

There will be complete change in Wheat varieties and an increase in the use of Ladino Clover. Production of Vegetables is not likely to change because of the local labor situation.

4-H CLUB WORK will improve in both size and quality for at least another year. More judging teams will be trained next year.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia

County Henrico

REPORT OF

Frances Gibbs Phillips

(Name)

Home Demonstration Agent.

From Dec. 1 1947 to Nov. 30 1947

Alice Wooding

Assistant Home Demonstration Agent.

From Dec. 1 1947 to Nov. 30 1947

Betty Gibson

Assistant Home Demonstration Agent.

From Oct. 27 1947 to Nov. 30 1947

Asst. Home D. Agent

Assistant County Agent in charge of Club Work.

From Dec. 1 1947 to Nov. 30 1947

C. C. Mast

Agricultural Agent.

From Dec. 1 1947 to Nov. 30 1947

Guy R. Davis

Assistant Agricultural Agent.

From Dec. 1 1947 to Nov. 30 1947



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

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

- Six good reasons may be listed as to why an extension worker should prepare a comprehensive annual report.**
1. The annual report is an accounting to the taxpaying public of what the extension worker has accomplished during the year.
 2. It is a record of the year's work put into shape for ready reference in later years by the extension worker himself, or by his successors.
 3. The annual report affords the extension worker opportunity to place his activities and accomplishments before superior officers, who form judgment as to which workers are deserving of promotion or best qualified to fill responsible positions when vacancies occur.
 4. The inventory of the past year's efforts and accomplishments enables the extension worker to plan more effectively for the coming year.
 5. An accurate report of his work is a duty every scientific worker owes to the other members of his profession.
 6. Annual reports are required by Federal law.
- From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington office should be sent through the State extension office.

NARRATIVE SUMMARY

- A separate narrative report is desired from the leader of each line of work, such as county agricultural agent, home demonstration agent, boys' and girls' club agent, and Negro agent. Where an assistant agent has been employed during a part or all of the year, the report of his or her work should be included with the report of the leader of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.
- The narrative report should summarize and interpret under appropriate subheadings the outstanding results accomplished in helping rural people to solve their current problems and to make adjustments to changing economic and social conditions.
- A good narrative report should enable the reader to obtain a comprehensive picture of—
1. What was attempted—the program as outlined at the beginning of the year.
 2. How the work was carried on—the teaching methods employed.
 3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
 4. Definite accomplishments, supported by objective evidence.
 5. Significance of the year's progress and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
 6. How next year's work can be strengthened and improved in light of the current year's experience.

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

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

STATISTICAL SUMMARY

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified				
	Home demonstration agents (a)	4-H Club agents (b)	Agricultural Agents (c)	County total (d)
1. Months of service this year (agents and assistants)	25		24	49
2. Days devoted to work with adults ¹	290		266	556
3. Days devoted to work with 4-H Clubs and older youth ²	298		285	583
4. Days in office ³	179		117	296
5. Days in field ³	409		434	843
6. Number of farm or home visits made in conducting extension work ⁴	316		1097	1413
7. Number of different farms or homes visited	176		340	516
8. Number of calls relating to extension work	(1) Office	160	310	470
	(2) Telephone	1273	1440	2713
9. Number of news articles or stories published ⁵	101		111	212
10. Number of bulletins distributed	3207		162	3369
11. Number of radio talks broadcast or prepared for broadcasting	42		54	96
12. Training meetings held for local leaders or committeemen	(a) Number	8		8
	(b) Total attendance of:			
	(1) Adult work			
	(c) Men leaders	4		4
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(a) Number	134		134
	(b) Total attendance of:			
	(1) Adult work	4		4
	(c) Women leaders			
14. Number of adult result demonstrations conducted	(a) Number	37		37
	(b) Total attendance of:			
	(1) Adult work	122	93	215
	(c) Women leaders	1735	693	2428
15. Meetings held at such result demonstrations	(a) Number	78	125	203
	(b) Total attendance of:			
	(1) Adult work	1978	4804	6782
	(c) Women leaders			
16. Tours conducted	(a) Number	11	2	13
	(b) Total attendance of:			
	(1) Adult work	2	1	3
	(c) Women leaders	76	12	88
17. Achievement days held	(a) Number	2		2
	(b) Total attendance of:			
	(1) Adult work	76	30	106
	(c) Women leaders	1	5	6
18. Achievement days held	(a) Number	1		1
	(b) Total attendance of:			
	(1) Adult work	159		159
	(c) Women leaders	3	1	4
19. Achievement days held	(a) Number	333	250	583
	(b) Total attendance of:			
	(1) Adult work			
	(c) Women leaders			

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

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

³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

⁴ Do not count a single visit to both the farm and home as two visits.

⁵ Do not count items which are notices of meetings only.

15-28074-1

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified		Home demonstration agents (d)	4-H Club agents (e)	Agricultural agents (f)	County total (g)
11. Adult extension agents (a) Number	(a) Number	1			1
12. Encampments held (report attendance for your county only) (b) Total members attending	(b) Total members attending	45			45
13. 4-H Club and older youth (c) Total others attending	(c) Total others attending	1		2	2
14. 4-H Club and older youth (a) Number	(a) Number	30		30	30
15. 4-H Club and older youth (b) Total boys attending	(b) Total boys attending	30		30	30
16. 4-H Club and older youth (c) Total girls attending	(c) Total girls attending	14		68	82
17. 4-H Club and older youth (d) Total others attending	(d) Total others attending	1429		5313	6742
18. Other meetings of an extension nature participated in by county or State extension workers and not previously reported (a) Number	(a) Number	22			22
19. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere (b) Total attendance	(b) Total attendance	842		1804	842
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere (a) Number	(a) Number	28		152	28
21. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere (b) Total attendance	(b) Total attendance	402		223	402
22. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere (a) Number	(a) Number	8		33	8
23. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere (b) Total attendance	(b) Total attendance	200			200

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

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

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

24. Total number of farms in county (1945 census)	7513	1000	1292
25. Number of farms on which changes in practices have definitely resulted from the agricultural program	270	275	275
26. Number of farms involved in preceding question which were reached this year for the first time	25	25	25
27. Number of nonfarm families making changes in practices as a result of the agricultural program	35	35	35
28. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	773	773	773
29. Number of farm homes involved in preceding question that were reached this year for the first time	179	179	179
30. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	256	256	256
31. Number of other homes involved in preceding question that were reached this year for the first time	84	84	84
32. Number of farm homes with 4-H Club members enrolled	297	297	297
33. Number of other homes with 4-H Club members enrolled	274	274	274
34. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	783	783	783
35. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	444	444	444

GENERAL ACTIVITIES

16-28014-2

(1) Extension organization planning

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general: (1) Name Henrico Agriculture Planning Board (2) No. of members 520
 (b) Agricultural: (1) Name Henrico Board (2) No. of members 5
 (c) Home demonstration: (1) Name Home Demonstration Committee (2) No. of members 32
 (d) 4-H Club: (1) Name Henrico 4-H Club Council (2) No. of members 75
 (e) Older youth: (1) Name 4-H Honor Club (2) No. of members 21

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

(a) Agricultural 5 (b) Home demonstration 96 (c) 4-H Club 75 (d) Older youth

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

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

37. Number of clubs or other groups organized to carry on adult home demonstration work. 16

38. Number of members in such clubs or groups. 481

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

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

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

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

(2) Women 128 (1) Men 10 (2) Women 10 (3) Older club boys 7 (4) Older club girls 14

COOPERATIVE AGRICULTURAL PLANNING

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

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

(a) Unpaid lay members: (1) Men 5 (2) Women 2 (3) Youth
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 28 (2) Women

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

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

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

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by:			
(1) Home demonstration agents			<u>259</u>
(2) 4-H Club agents			
(3) Agricultural agents			<u>160</u>
(4) State extension workers			
48. Number of planning meetings held:	(1) County		<u>2</u>
	(2) Community		<u>15</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year.			<u>18</u>
50. Days of assistance rendered by voluntary leaders or committeemen.			<u>384</u>

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

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pastures (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	40	4	8	6	6			15	2	1
(4) State extension workers										
52. Number of communities in which work was conducted this year	6	6	6	6	6			6	4	6
53. Number of voluntary local leaders or committeemen assisting this year	1	1	1					1		
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	250	15	60	18	35					
(2) The use of lime				125						
(3) The use of fertilizers	65	70	70	30	35					150
(4) Controlling plant diseases		15	15					150		150
(5) Controlling injurious insects								150		150
(6) Controlling noxious weeds										25
(7) Controlling rodents and other animals										3

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock (g)
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents	87	54	4	10		113	3
(4) State extension workers							
56. Number of communities in which work was conducted this year	6	4	1	6		6	6
57. Number of voluntary local leaders or committeemen assisting this year	1	1		1		4	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	11						
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	5	2	1	5		1	6
(2) Obtaining purebred or high-grade females	16	3		5			6
(3) Obtaining better strains of baby chicks (including hatching eggs)	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	250	xxxxx
(4) Improving methods of feeding	45	11	1	50		325	18
(5) Controlling external parasites	35	12				25	
(6) Controlling diseases and internal parasites	8	5	1	50		45	
(7) Controlling predatory animals						20	

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

16-68074-9

CONSERVATION OF NATURAL RESOURCES

20. <i>Examples of past work</i>	Include all work with adults, 4-H Club members, and older youth	Soil and water	Forestry	Wildlife
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Include all work with adults, 4-H Club members, and older youth	Soil and water (a)	Fumery (b)	Widens (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents	7		10
(4) State extension workers			
63. Number of communities in which work was conducted this year	6		4
64. Number of voluntary local leaders or committeemen assisting this year	2		

Soil and Water—Continued

Soil and Water—Continued

[illegible]

¹ Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management	Farm credit (short and long time)	Outlook information
(a)	(b)	(c)	(d)	(e)
70. Days devoted to line of work by: (1) Home demonstration agents	52			
(2) 4-H Club agents	30			
(3) Agricultural agents				
(4) State extension workers	22			
71. Number of communities in which work was conducted this year		6		
72. Number of voluntary local leaders or committeemen assisting this year	6			
73. Number of farm-survey records taken during the year: (a) Farm business	2			
(b) Enterprise				
(c) Other				
74. Number of farmers assisted this year in: (a) Farm inventory				
(b) General farm records keeping				
(c) Enterprise records				
75. Number of farmers assisted this year: (a) In developing a farm plan only	35			
(b) In developing a farm and home plan				
(c) In analyzing the farm business	18			
(d) In improving landlord-tenant relations and leasing arrangements				
75. Number of farmers assisted this year—Continued: (e) In getting started in farming, or in relocating				12
(f) With credit problems (debt adjustment and financial plans)				
(g) In using "outlook" to make farm adjustments				35
(h) With a farm-income statement for tax purposes				
(i) With farm-labor problems				
(j) In developing supplemental sources of income				20

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

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

10-20074-1

MARKETING AND DISTRIBUTION

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

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

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

³ Organized pieces of work.

1. Following is a list of the names of the persons who have been assisted by the Bureau of Entomology and Plant Quarantine in the control of insects and diseases which are pests of crops and livestock. The names are listed in the order in which they were reported to the Bureau. The names of the persons who have been assisted in the control of insects and diseases which are pests of crops and livestock are listed in the order in which they were reported to the Bureau. The names of the persons who have been assisted in the control of insects and diseases which are pests of crops and livestock are listed in the order in which they were reported to the Bureau.

16-50874-1

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth		The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—					
(1) Home demonstration agents	104	5			
(2) 4-H Club agents					
(3) Agricultural agents					2
(4) State extension workers					
103. Number of communities in which work was conducted this year	6				6
104. Number of voluntary local leaders or committeemen assisting this year					
The House, Furnishings, and Surroundings—Continued		Rural Electrification—Continued			
105. Number of families assisted this year in—		106. Number of associations organized or assisted this year to obtain electricity			
(a) Constructing dwellings	5	107. Number of families assisted this year in—			
(b) Remodeling dwellings	21	(a) Obtaining electricity			
(c) Installing sewage systems	6	(b) Selection or use of electric lights or home electrical equipment		56	
(d) Installing water systems	10	(c) Using electricity for income-producing purposes			
(e) Installing heating systems	14	Farm Buildings—Continued			
(f) Providing needed storage space	256	108. Number of farmers assisted this year in—			
(g) Rearranging or improving kitchens	224	(a) The construction of farm buildings		10	
(h) Improving arrangement of rooms (other than kitchens)	63	(b) Remodeling or repairing farm buildings		4	
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	83	(c) Selection or construction of farm-building equipment		10	
(j) Selecting housefurnishings or equipment (other than electric)	132	Farm Mechanical Equipment—Continued			
(k) Improving housekeeping methods	847	109. Number of farmers assisted this year in—			18
(l) Laundry arrangement	324	(a) The selection of mechanical equipment			
(m) Installing sanitary closets or outhouses		(b) Making more efficient use of mechanical equipment			12
(n) Screening or using other recommended methods of controlling flies or other insects	84	110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year			
(o) Improving home grounds	23	111. Number of gin stands assisted this year in the better ginning of cotton			
(p) Planting windbreaks or shelterbelts					

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members and older youth		Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)	
112. Days devoted to line of work by:		12	14	24	25	
(1) Home demonstration agents						
(2) 4-H Club agents						
(3) Agricultural agents						
(4) State extension workers						
113. Number of communities in which work was conducted this year		6				
114. Number of voluntary local leaders or committeemen assisting this year		32				
115. Number of families assisted this year—		115(p)	FOOD PRESERVATION BY ADULTS			
(a) In improving diets	631		Fruits (a)	Vegetables (b)	Meats and fish (c)	
(b) With food preparation	342					
(c) In improving food supply by making changes in home food production ¹ :						
(1) Of vegetables	56		1. Quarts canned	7,659	30,169	2,389
(2) Of fruits	18		2. Gallons brined		129	856
(3) Of meats			3. Pounds: Dried ²	163	321	
(4) Of milk			4. Cured ³			15,060
(5) Of poultry and eggs	64		5. Stored		124,050	
(d) With home butchering, meat cutting or curing	16		6. Frozen ⁴	3689	6061	9183
(e) With butter or cheese making	4		7. Number of different families represented by the above figures			456
(f) With food preservation problems ⁵ :	796		115(h)	FOOD PRESERVATION BY 4-H CLUB MEMBERS		
(1) Canning				Fruits (a)	Vegetables (b)	Meats and fish (c)
(2) Freezing						
(3) Drying						
(4) Storing						
(g) In producing and preserving home food supply according to annual food-supply budget	336					
(h) In canning according to a budget						
(i) With child-feeding problems						
(j) In the prevention of colds and other common diseases	106					
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)						
(l) With first-aid or home nursing						
(m) In removing fire and accident hazards						
116. Number of schools assisted this year in establishing or maintaining hot school lunches						
117. Number of nutrition or health clinics organized this year through the efforts of extension workers						

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

² Weight of finished product after drying.

³ Weight of product before curing.

⁴ Include contents of locker plants and home freezer units.

⁵ Do not include vine-cured peas and beans.

16-7001-4

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth		Home management — family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
(1) Home demonstration agents	6	68	2	11	
118. Days devoted to line of work by—					
(2) 4-H Club agents					
(3) Agricultural agents					
(4) State extension workers					
119. Number of communities in which work was conducted this year					
120. Number of voluntary local leaders or committeemen assisting this year					
Home Management—Family Economics—Continued		Clothing and Textiles—Continued			
121. Number of families assisted this year—		127. Number of families assisted this year with—			
(a) With time-management problems	389	(a) Clothing-construction problems		693	
(b) With home accounts	338	(b) The selection of clothing and textiles			
(c) With financial planning	25	(c) Care, renovation, remodeling of clothing		568	
(d) In improving use of credit for family living expenses		(d) Clothing accounts or budgets		6	
(e) In developing home industries as a means of supplementing income		Family Relationships—Child Development—Continued			
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—		128. Number of families assisted this year—			
(a) Food		(a) With child-development and guidance problems		8	
(b) Clothing		(b) In improving family relationships			
(c) Housefurnishings and equipment		129. Number of families providing recommended clothing, furnishings, and play equipment for children this year			
(d) General household supplies		130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men			
123. Number of families assisted this year through cooperative associations* or individually, with the buying of—		(b) Women			
(a) Food		131. Number of children in families represented by such individuals			
(b) Clothing		Recreation and Community Life—Continued			
(c) Housefurnishings and equipment		132. Number of families assisted this year in improving home recreation		389	
(d) General household supplies		133. Number of communities assisted this year in improving community recreational facilities			
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)		134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs		16	
125. Number of families assisted this year with "making versus buying" decisions	91	135. Number of communities assisted this year in establishing—			
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	256	(a) Club or community house			
NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 9.		(b) Permanent camp			
		(c) Community rest rooms			
		136. Number of communities assisted this year in providing library facilities		3	
		137. Number of school or other community grounds improved this year according to recommendations			

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

SUMMARY OF 4-H CLUB BOYS' AND GIRLS' PROJECTS
 (One club member may engage in two or more projects. The sum of the projects is therefore greater than the number of different club members enrolled)

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	10	0	8		18	Acres
139. Other cereals	2		2		4	Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil and water conservation						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	102	28	92	15	22	Acres
148. Market gardens, truck and canning crops	1		1		1	Acres
149. Other crops (including pasture improvement)						Acres
150. Poultry (including turkeys)	31	3	25	3	2075	Birds
151. Dairy cattle	18	1	16	1	19	Animals
152. Beef cattle	9	3	9	3	16	Animals
153. Sheep	1		1		10	Animals
154. Swine	19		13		29	Animals
155. Horses and mules						Animals
155a. Rabbits	37		29		425	Animals
156. Other livestock						Animals
157. Bees	3		2		20	Colonies
158. Beautification of home grounds	1		1		xxxxxxx	
159. Forestry						Acres
160. Wildlife and nature study (game and fur animals)	27		21		xxxxxxx	
161. Agricultural engineering, farm shop, electricity, tractor						Articles made
162. Farm management						Articles repaired
163. Food selection, preparation, and/or baking		194		102		Meals planned
164. Food preservation. (Include frozen foods)		13		11		Meals served
165. Health, home nursing, and first aid					459	Quarts preserved
165a. Child care					xxxxxxx	
166. Clothing		322		282		Garments made
167. Home management (housekeeping)		78		33		Garments repaired
168. Home furnishings and room improvement						Units
169. Home industry, arts and crafts						Rooms
170. Junior leadership						Articles
171. All others					xxxxxxx	
172. Total (project enrollment and completion)	261	552	220	578	xxxxxxx	

642

430

16-50074-5

123. Form (includes instructions and explanation)

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs..... 15
174. Number of different 4-H Club members enrolled..... (a) Boys ² 252 (b) Girls ² 329
175. Number of different 4-H Club members completing..... (a) Boys ² 207 (b) Girls ² 258
176. Number of different 4-H Club members in school..... (a) Boys 251 (b) Girls 329
177. Number of different 4-H Club members out of school..... (a) Boys 1 (b) Girls
178. Number of different 4-H Club members from farm homes..... (a) Boys 117 (b) Girls 190
179. Number of different 4-H Club members from nonfarm homes..... (a) Boys 135 (b) Girls 139

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (b)	Girls (b)	181. By ages	Boys (b)	Girls (b)
1st year.....	141	146	10 and under.....	41	50
2d.....	67	90	11.....	70	81
3d.....	24	55	12.....	50	69
4th.....	5	24	13.....	31	54
5th.....	11	8	14.....	30	37
6th.....	3	5	15.....	16	19
7th.....			16.....	10	14
8th.....		1	17.....	4	4
9th.....	1		18.....		1
10th and over.....			19.....		
			20 and over.....		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging..... 73 (f) Fire and accident prevention.....
- (b) Giving demonstrations..... 36 (g) Wildlife conservation..... 61
- (c) Recreational leadership..... 50 (h) Keeping personal accounts..... 0
- (d) Music appreciation..... 0 (i) Use of economic information..... 0
- (e) Health..... 581 (j) Soil and water conservation..... 0
- (k) Forestry..... 26
183. Number of 4-H Club members having health examination because of participation in the extension program.....
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs..... 119

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

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth.....
186. Membership in such groups..... (a) Young men..... (b) Young women.....
187. Number of members by school status and age
- | | In school (a) | Out of school | | Under 20 years (d) | 20 years and older (e) |
|----------------------|---------------|---------------|-------------|--------------------|------------------------|
| | | Unmarried (b) | Married (c) | | |
| (1) Young men..... | | | | | |
| (2) Young women..... | | | | | |

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

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

MISCELLANEOUS

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

Include all work w. 5 adults, 4-H Club members, and older youth	Bugs (e)	General-foster insects (f)	All other work (g)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents		3	7
(4) State extension workers			
196. Number of communities in which work was conducted this year		6	
197. Number of voluntary local leaders or committeemen assisting this year			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (e)	4-H Club agents (f)	Agricultural agents (g)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	6		
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense institutions and government , Red Cross training, war-aid materials	8		
(4) Other war work (including collection of salvage material)			

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	Assistance to Veterans (a)	U. S. D. A. Councils (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conserva- tion Service (f)	Farmers Home Administration (g)	Rural Electrifi- cation Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
199. Days devoted to line of work by—											9
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents				1	6	5					
(4) State extension workers											
200. Number of communities in which work was conducted this year											
201. Number of voluntary local leaders or committeemen assisting this year											
202. Number of meetings participated in this year by extension workers											

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

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