

NARRATIVE REPORT

OF

E. L. PHILLIPS - COUNTY AGENT

MATHEWS COUNTY

VIRGINIA

1953

Name: E. L. Phillips County Agent Headquarters: Mathews, Virginia
Name: _____ Stenographer County: Mathews

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TYPE OF AGRICULTURE

Mathews County is the second smallest county in Virginia. It is a peninsula extending into the Chesapeake Bay. The county is bounded on the south by North River and Nobjack Bay, on the east by Gloucester County, and on the north by the Piankatank River.

Practically the whole county is flat with a mean elevation of about ten feet above sea level. Most of the soil types come in the poorly drained class. However there are some very good soil types near the water inlets and in the northern and western sections of the county. Poor drainage presents one of the major problems of good crop yields and economical productions.

According to the 1950 census there were 715 farms in Mathews County with 7,181 acres of cropland harvested. About 93 per cent of these people own their farms and homes. Six hundred and thirty-nine of these families made more money off the farms than they did on their places.

As small as these farms are, small grains, soybeans and corn are included in the crops raised on them. Hay and pasture are also raised on many small farms for the family cow, and for the hogs and chickens.

These crops are produced for two main reasons. Though, because of the small acreage the crops are not important as cash crops they do keep the land occupied and prevent the weeds, briars and brush from getting a start and making the home sites unsightly. These crops are also used considerably for feeding the chickens, hogs and the few family dairy and beef animals.

Most of the people here work in the production of seafood, on sea going vessels, and in the various industries in the Newport News area. As long as these jobs pay better than raising the crops which can ordinarily be produced economically on such small farms the efforts of the owners will go into the job instead of production of farm crops.

OUR GENERAL PURPOSE

Our general purpose for the year of 1953 was to develop and to work a program to:

1. Improve the economic conditions of all the people in Mathews County.
2. Help raise the standards of living by improving the health, the recreational, the social and the spiritual conditions of our people.

Here are some of the things we believed we should do to fulfill our purpose:

1. To help determine the problems which are preventing progress.
2. To help find our assets for better living.
3. To stimulate desires to improve conditions.
4. To furnish information designed to inspire and help the people to improve their conditions.
5. To help train leaders to assist in the various fields of activity.
6. To work with the many individuals and organizations with their own problems and their programs for improved rural living.
7. To help set goals to encourage enthusiastic and intelligent action.

The following individuals and organizations assisted and were used to plan and promote the Extension Program throughout the year:

Mathews County Agricultural Advisory Board - H. L. White, Farmer and Business Man; Col. A. D. Chipman, Beef Farmer; E. H. Sadler, Poultry Farmer; Henry Dow, Small Farmer; John Bing, Custom Machinery Operator; S. E. Sutton, Dealer Farm Products;

J. A. Mickelborough, Flower & Large General Farmer, Fred Maxwell, Large Dairy Farmer; and Lester Lewis, Young Farmer.

Professional Workers - Harry N. Clements and Alfred L. Turner, White Vocational Agricultural Instructor; M. A. McKenny, Colored Vocational Agricultural Instructor; L. J. Haley, Representative Farmers Home Administration; Mrs. Lemuel Hutson, Welfare Supervisor; H. R. Hendricks, District Forester; D. D. Adams, Representative Soil Conservation Service; Wilbur C. Diggs, Representative Production & Marketing Administration; and L. L. Smith, President, Farmers' Bank of Mathews.

Other Cooperating Organizations and Individuals - Mathews County Board of Supervisors, Mathews County School Board; School Principals and PTA Groups, Mathews County Ministerial Association, Red Cross, Mathews County Buritan Club, Mathews Senior Woman's Club, Mathews Junior Woman's Club, John Clayton Garden Club, Colonial Garden Club, The Mathews Garden Club, Gwynns Island Garden Club, Mathews Rod and Gun Club, Mathews Journal, Mathews County Inter-Club Council on Civic and Conservation Matters, and Gwynns Island Civic Club.

We considered the several conditions which were favorable for the success of an Extension program.

1. The high percentage of farm ownership (approximately 97 per cent of our people own their property). This ownership gives them the pride and desire to progress.

2. Most of our people work in groups in their various business activities other than farming. As they work together they naturally discuss topics of current interest.

a. Fishing oystering, crabbing, on boats, saw mills and nearby industries.

3. Mathews County is an old settlement with many family ties which increases the frequency of communications.

4. The 23 white churches and 5 colored churches in our county of 87 square miles and approximate 7000 population offer another opportunity for people to meet regularly and discuss affairs of current interest.

5. In this same area there are 30 post offices, most of which are combined with country stores where our people meet daily and nightly to talk over the daily happenings.

6. We usually have an abundance of rain, well distributed through out the year.

7. Our soils respond very well to good management.

8. Our local weekly newspaper has a good distribution and is well read by our people.

There are a few conditions which we were obliged to consider which were unfavorable for the success of our Extension Program.

1. The very high percentage of our farms are very small (3 acres to 10 acres).

- a. Can not support adequate machinery.
- b. High cost of custom machinery, especially on small jobs.
- c. Difficulty of getting jobs done in proper seasons.

2. Most of the occupants of these small farms make their living in other activities and they are not interested in attending farm meetings, acting as community leaders or working on agricultural committees.

3. The fact that practically none of our youth expect to farm for a living.

- a. There are now six or possibly seven young men between high school age and 30 years old who are working full time on their farms. There are a few more young men hired to operate custom machinery for seasonal work. None of these has studied agriculture in institutions higher than high school.

4. There is a tendency for our older people to cling to the old fashioned ways of doing things.

With all of these advantages and disadvantages in mind, we set up and executed our 1953 Extension Program with the purpose of influencing the most persons for better agriculture and better living in our county.

AGRONOMY

I. Soils

A. Our Situation

1. We believe that proper soil management is the basis for economical production of crops and livestock.
2. Most of our soil types respond well and produce abundantly with good management.
3. Most of our land is low in organic matters. In this hot, humid climate our soil organic matter disappears rapidly, therefore, this organic matter must be replenished continuously.
4. The mineral plant foods in our soils are not balanced, therefore it is necessary to test the soils and observe the plant growth of each crop in order to retain sufficient plant foods for abundant and economical production.
5. Many people here are inclined to till and cultivate their land inadequately because of the high cost of hired machinery.

B. What Was Attempted

1. We wanted people to realize that high yields were almost invariable the key to economical production.
2. We emphasized the necessity of knowing the capabilities of the various soil types, the need to know the present degree of soil fertility and plant food requirements of each crop produced for economical production.

- 3. We realized we must urge the practical use and application of the knowledge concerning the management of our soils.

C. Procedure

- 1. Over 1000 families in Mathews County subscribe to our local weekly paper. A very large percentage of these families are farm families. According to a survey taken in recent years a very high per cent of these farm people read regularly my weekly column (Ramblings Of A County Agent). I am satisfied this is the best and cheapest method we have of getting current information to the most people in a form they will use.

Nineteen of these articles included the various phases of soil fertility and management to use for economical production.

- 2. The second most successful method of getting people to use better methods of soil management crop production is by the farm training of community leaders.

As has been previously indicated, our people live close to each other and work in groups from day to day. This is not true in areas of large farms and full time farmers. When we can train a part time farmer well here he soon tells his neighbors all about it. We will point out how this worked out later on in our crop production results.

- 3. We contacted local dealers with the purpose of acquainting them with the need of the various analyses of fertilizers so they may help to guide their customers in their purchases and also they would be prepared to supply the needed fertilizer.

- 4. We talked to and worked with many custom machinery operators to help them obtain proper machinery and guide them in better tillage, cultivation, seeding and fertilizer. Many small farm owners depend on the custom worker for such advice.

5. Farm visits, telephone calls, office visits, and letters.

D. Results

What results were obtained from our soil managing program can better be told by the results of crops produced as indicated in following reports.

Fertilizer, lime and green manure crops were included in the soil managing program and as a prt of each crop produced.

II. Corn

A. Our Situation

Corn is the most important grain crop grown in Mathews County. The approximate yield of 40 bushels per acre is not as high as we think can be produced economically.

Our land is capable of producing higher yields than we are getting. We believe we should emphatically urge our people to work toward higher corn yields as a means of more economical production.

The small farms can not support adequate machinery. The cost of custom machinery and labor is particularly high on the small farms which makes it that much more important to produce high yields for greater economy.

Some of the other causes of lower yields and uneconomical production are:

- a. Poor soil to start with.
- b. Too early and too late planting.
- c. Not sufficient or unbalanced fertilizer used.
- d. Corn planted too thin or thick for maximum results.
- e. Use of poor seed.
- f. Poor tillage practices resulting in poor seed beds,

lack of weed control and destruction of corn roots.

Much of our corn is lost in storage from rodents and insects.

B. What Was Attempted

We believed that under normal weather conditions our farmers should be getting average yields of at least 50 bushels instead of their usual 35 to 40 bushels per acre.

We hoped the producers could prove to themselves that with proper cultural practices, by using good seed of recommended varieties and by supplying adequate, balanced plant foods, corn is more profitable to produce than by neglecting to use any or all of these practices.

We wanted more people to learn more about the capabilities of their soils and when, how much and what analysis of fertilizers to apply to furnish balanced plant food for higher and more economical yields.

We wanted the people of Mathews County to prove to themselves that they can produce corn more profitably even on their very small farms.

C. Procedure

April 2, 1953, every known corn producer in Mathews County was sent a letter outlining the recommended methods of producing corn for higher yields and greater economy.

Timely information relative to the various phases of corn production was included in fourteen "Ramblings of A County Agent" articles.

We believe that a community leader is only as good as the job he has done. We also believe this leader can not tell his neighbors how to do a job until he knows how he did the job himself. We further believe that

after he has done a job well and knows how he did the job, he is not only a willing leader but is anxious to tell and show his neighbors.

As we mentioned previously our people work in groups. We live in a small county comprised of many small communities. News travels rapidly here even from group to group, or community to community. When a leader does a special job on his farm there is no need to call a meeting to get the information to his neighbors.

Working on this premise we used as our leaders for corn production, producers who were eager to try for reasonably high yields of corn, and who were able and willing to follow recommendations which had been made as the results of official experiments.

Selection of these leaders was usually no problem because they were the people who came to us with their question about how to do just what we hoped to get done. When they actually followed directions in the fields and got desired results they graduated as leaders and this advice was sought after and they were pretty much accepted as authorities in their field of endeavor.

For instance: A year ago Jack Farris had no idea he was a potential leader in corn production. In fact if we had asked him to be such a leader he probably would have found plenty of excuses for refusing such a responsibility. In his modesty he probably would have denied any characteristics of a leader in corn production.

But Jack is a leader. He is an effective leader. When he bought his place six years ago the neighbors laughed at him. All of Mathews County knew that he had bought a lemon. Just the year before, four or five deer had eaten just about all the corn that was raised on 12 acres of land next to the woods.

Last year Jack produced over 90 bushels of soybeans per acre this same field and this year inspite of the hot, dry weather he harvested about 75 bushels of corn per acre. Now the neighbors who used to rent this land, the men who ride the bus to work with Jack and the men who harvested this corn with the hired picker are talking about the miracle of good land management and corn production.

Jack can tell them too. He has a complete farm plan. He did the draining himself. He had his soil tested and applied his lime and fertilizer according to the best advice he could get. Now that old "Meadow Farm" is not the "poorest farm in the county" but it is an inspiration to the many who had places or fields run down and depleted by years of poor management.

D. Results

We had hoped to get an average production of 50 bushels per acre in 1953. Due largely to the heat and drought we were not able to accomplish this goal. Not enough figures have been obtained to determine the county average yield but it was probably not over 38 bushels. Under normal weather conditions we believe we would have gotten the 50 bushel average. This belief is based on the estimated amount of better practices used this year and in previous years to improve our soils and to produce corn economically.

The adverse weather did produce some good results. Many more people have been made aware of the necessity of doing a better job. We have many fields which produced from 65 bushels to 100 bushels of corn this year in spite of the adverse weather. Those neighbors who had corn production failures or near failures have been pretty well convinced of the need for using more good practices in order to be assured of a crop and for getting that crop more economically.

III. Soybeans

A. Our Situation

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Growing soybeans for seed and oil in Mathews County is a relatively new enterprise. Poor management resulting in low yields has been the chief cause of the smaller plantings. We believe that soybeans fit well in our agricultural program in the county.

B. What We Attempted

We believed we should be able to produce an average of 25 bushels per acre for all the soybeans produced in Mathews County.

We believed that by using good seeds, by planting moderately early and by controlling weeds, good yields could be obtained.

C. Procedure

The methods used to get this job done were similar to the methods use for the corn project.

Special emphasis was placed on seeding Ogden beans because they seemed to be superior variety for this area and could be harvested before our wet season set in or frost destroyed them.

D. Results

We actually set a goal of 22 bushels per acre. Even though we believed we should be able to produce an average of 25 bushels we felt this was a little too high to expect this year.

Though no proper survey has been made to determine the average yield the opinion is that we averaged over 25 bushels for the county. Many fields yielded between 30 and 40 bushels and several yielded between 45 and 50 bushels per acre.

The hot, dry weather apparently did no appreciable damage to the crop.

The Ogden variety was the predominate variety seeded, almost entirely replacing other varieties previously seeded.

Seeding in rows is new here but this year most of the beans were seeded in rows and weeds were controlled very well by cultivation.

Marketing the crop this year presented no appreciable problem.

We feel that the project was reasonably successful.

IV. Small grains

Our small grains program was handled similarly to the previously mentioned crop.

Because of the soil improving program more and better machinery, better available varieties and a better understand of production practices, better yields are being obtained.

This fall because of earlier varieties of corn growth, because corn matured earlier this year than usual, because mechanical pickers were available for earlier picking and because the Ogden soybeans were harvested earlier than the later varieties previously grown, more small grains were seeded in the proper season and with better land preparation. The prospects for a good small grain crop in 1954 are bright.

V. Pastures

A. Our Situation

The need for good pastures is increasing with the gradual increase in number of beef animals in Mathews County. Our soil is adapted to good pasture crops. The supply of moisture is usually sufficient to supply grazing crops during the normally dry periods. We can normally expect to graze our improved permanent pastures for 9 to 9½ months each year.

Practically every livestock owner in the county has some improved pasture crops. However there are still too many who are not managing these grazing crops for best results. Many are not using enough lime and fertilizers and many are over grazing and consequently weakening their crops. This is especially true of the owners of the very small herds of beef cattle.

B. What We Attempted

Since most of our beef, and dairy producers are using improved legumes and grasses for grazing we wanted to emphasize good management practices during 1953.

1. Fall and winter application of lime and fertilizer in sufficient quantities for abundant grazing.
2. To plan for enough pasture to carry the animals through July, August and September and to use the surplus spring production for hay and the surplus fall crops for late fall and winter grazing.
3. Where the program suited, to seed summer pastures of lespedeza or sweet sudan grass, and to seed small grains for late fall, winter and early spring grazing.
4. Divide pastures for alternate grazing.
5. Control weeds by fertilizing, mowing and chemicals.
6. Heavy nitrogen application to native crab grass and wire grass for summer grazing.

C. Procedure

Livestock producers were sent letters and bulletins relative to all phases of better pasture production. Most of the pasture work was done by farm visits where each field could be examined and definite recommendations could be made.

D. Results

All cattle and sheep in Mathews County were well supplied with grazing throughout the normal grazing period in 1953 inspite of the hot, dry summer.

Many producers procured sufficient hay from their pastures to furnish half or more of their winter hay needs. Two owners of the larger dairy farms did feed some silage and hay during the dry spell.

Several more farmers seeded small grains, rye grass and crimson clover which are now being used for grazing.

E. Future Program

The improved pastures program is relatively new in Mathews County. We think several of our producers have learned some things about which the others would like to know.

Plans are being made for the producers to get together and discuss their activities and if they desire to plan for farm visits or tours next season.

HORTICULTURE

I. Home Gardens

A. Our Situation

Almost every home owners in Mathews County has a home garden.

The management of these gardens averages good. Some producers are neglecting to keep the organic matter content high in their garden soils. This prevents them from having the best summer garden they are capable of having.

It has been a problem to persuade the home gardeners to secure adequate dusting and spraying equipment, consequently insects and disease present problems.

B. What Was Attempted

We emphasized the advantages of good gardens. We stressed the necessity of good soil, good seed, proper planting dates, control of insects and diseases and general management.

C. Procedure

In 1952 we held a meeting to cover all phases of home gardening. Much publicity was given this meeting. A specialist was secured. Much good information was available. This meeting was attended by only six people.

Therefore, this year we decided to get information to people by letters, news articles, bulletins, etc.

We spent considerable time with local dealers helping them to prepare to serve their customers well. Emphasis was placed on securing for their customers good, recommended seed and proper dusting and spraying materials.

D. Results

- Our gardens are purchasing more seed and materials from local stores. Several larger dusters were purchased this year. There are more good winter gardens in the county this fall. This is partially due to the fact that there are more garden tractors and partly due to the need for garden crops which were cut short by the hot, dry summer.

POULTRY

A. Our Situation

Poultry production in Mathews County remains about stable. The larger producers are good managers. The small producers with the family size flock run

into all manner of trouble. Most of our home owners have small poultry flocks consisting of a good supply of birds for meat and about 50 layers for eggs for home consumption and pin money. Right many of these flocks are well housed. Too many flocks are kept in what ever buildings may be handy.

Poor housing, improper feeding, poor disease and parasite control are the chief causes of uneconomical production.

B. What We Attempted

We wanted to impress upon our people the fact that a properly managed family size flock of well bred birds can be profitable.

C. Procedure

Nine issues of "Ramblings of A County Agent" included various phases of poultry production of current interest. Local dealers and hatcherymen were urged to supply better birds for our families.

Many farm visits were made to assist with poultry management problems.

D. Results

Practically all the chicks secured for the family flocks were secured from local sources. The old mixed up flocks of all ages and colors are seldom seen here anymore.

Too many of the broiler type of birds are purchased for replacement hens but people are gradually learning to call for the layer type birds.

Management practices are gradually improving as indicated by more commercial feeds being purchased, more hens going to the market as culls and more eggs being sold in the fall and winter months.

A few ladino clover ranges were used this year for the first time.

There is much to do yet to improve our poultry production program.

DAIRY

A. Our Situation

There was no outstanding dairy program in Mathews County during 1953. The three commercial dairy farms are progressing well and were only assisted as we were called upon. We helped to set up a complete farm program on one of these.

The family cow is disappearing rather consistently. Our chief assistance with these was in helping to secure a few good animals and administering to a few sick cows during the year.

BEEF

A. Our Situation

Beef cattle are on a slight increase. Beef production is new in the county. It has no important place in the county due to the small size of the farm. However the few people who have decided to include beef cattle in their operations have called on us rather often during the year.

We were able to help considerably with better pastures, good forage crops, buying and selling advantageously and with disease prevention.

The beef producers are well prepared for the winter and another year.

SWINE

A. Our Situation

There are no commercial herds of breeding hogs in Mathews County. About half of the families have from one to four pen hogs for the family pork supply. There are a few brood sows here.

B. What We Attempted

We emphasized the economy of purchasing good feeder pigs, feeding balanced rations, eradication of parasites and flies and supplying ladino clover range where practical.

C. Procedure

News articles and letters were used to remind the producers about good practices. One letter was sent to all producers to urge timely vaccinating. Community leaders were assisted in doing a good producing job. They in turn passed the word on at their regular meetings.

D. Results

There was far less sick hogs in the county this year than usual. More ready mixed high protein feeds are being used with home grown feeds.

More needs to be done on the ladino clover range program.

SHEEP

No outstanding accomplishments were made in our sheep producing program during 1953. Several producers were assisted with their shearing program. Several demonstrations were given to help people learn how to drench their animals for internal parasites.

FORESTRY

A. Our Situation

Loblolly pine thrive in our county. Much of our land is now in loblolly pine and should remain in pine because it is poorly drained and depleted. Loblolly pine grow rapidly here and are satisfactory for timbers, pound poles, fence posts, pulpwood and fuel.

Our most difficult problem is to get a satisfactory seeding of new seedlings after cutting over the crop. This is due to the dense growth of the worthless volunteer hard wood, vines and briars.

Selective cutting is probably our second greatest problem.

Our other problems include proper thinning, killing hardwood weed trees, persuading farmers to leave good seed trees and fire protection.

B. What We Attempted

We wanted each producer who had any timber land to recognize his problems and to use the practices which would reap the greatest benefits in a long time program.

We wanted producers to learn when and how to use power tree planters and hand planters.

C. Procedure

We had three forestry management demonstrations which included thinning, selective cutting, estimating, fire protection and killing weed trees.

We also had two tree planting demonstration, one by power planter and one by hand planters.

When we assisted with complete farm plans we urged the producers to include a forestry plan as a part of their over all plans.

D. Results

Definitely more people have asked for and received assistance in forestry management during 1953 than in previous years.

According to present indications there will be more seedlings planted this winter than in previous years.

4-H CLUB

A. Our Situation

Our 4-H Club members enjoy and do creditable organizational work such as conducting meetings, learning to sing and play together and planning for special meetings, camps, etc. They are not keen about farm type project work. This, no doubt is due to the fact they see no future in crop and livestock since they do not expect to produce these in the future.

The clubs meet at their schools during the school term. Their parents do not generally encourage the children to take care of their own projects, therefore it is difficult to get completions.

B. Our Job

We believed we should encourage members to participate actively in the various phases of the 4-H program. We believed this can be better accomplished by giving the parents more information about the program and urge them to encourage the children to participate.

C. The members were instructed on how to conduct meetings. They received instructions relative to playing games, good sportsmanship and citizenship. Junior leaders were instructed in many phases of leadership.

Each member selected a project and received instructions on project management.

D. Results

Each club learned new games and songs which they could use on the play grounds at home.

Sixty-six per cent completed projects.

One club planned a school landscape project and helped care for shrubs used.

Three clubs planned and conducted 4-H Sunday programs in three churches.

WORKING WITH ORGANIZATIONS AND GROUPS
IN THE COUNTY

A. Our Situation

Mathews County has a population of approximately 7000 people within an area of about 37 square miles. Our people work in many organizations and groups with programs designed to improve rural living.

B. What Was Attempted

We believe these groups had programs which could serve the people involved. We felt most of these organizations may utilize the various phases of the Extension Service to make their program more effective.

We wrote a letter to each organization outlining our program for the county and offered our services.

C. Results

During the year we were called on to assist the following:

- 1 Lodge
- 2 Women's Clubs
- 2 Garden Clubs
- 2 Meetings with Gyms Island Civic Club
- 2 Meetings with PTA
- 2 Meetings with Ministerial Association
- 17 Church meetings other than the church of which we are members
- 16 Meetings with the Ruritan Club
- 2 Meetings with Tidewater Hygiene Clinic
- 1 Meeting with Red Cross
- 1 Meeting with Welfare
- 3 Meetings Spring Festival Committee
- 1 Meeting with Red Cross

We believe that not only were we able to help make the programs of these organizations more effective but that these contacts have helped more people to become acquainted with the benefits they may derive from the Extension Service.

Beside these organizations we have been able during the year to contact directly or indirectly through community leaders, many people they meet from day to day at the 26 country stores and post offices, the groups which work together in their seafood production jobs and many other working groups.

We have been instrumental in changing the attitudes and habits of the church groups during the past few years. Our county has an abundance of churches. They had been working individually to accomplish their purposes but had been having very few programs cooperatively. The church choirs were very poor and ineffective.

The county agent helped to train most of the choirs in the county and encouraged their working and singing together. This brought the other church members closer together making it possible to have a county wide preaching mission with all churches participating.

During 1953, five churches had programs consisting of singing by the various churches in the county. These programs were made up of everything from solos to full choirs. These programs do much toward promoting cooperative spirit and good will among the people.

The choirs all come together to make up the preaching mission choir consisting of from 75 to 100 singers.

The total attendance at the meetings in which we assisted was about 17,000 people. This is not only furnished recreation for many but it was a means of development of leadership and self improvement. Most observers are surprised and pleased with the way our people have learned to plan and work together in a part of their rural living which so often is depleted for lack of the incentive and food for development and progress.

WORKING WITH OTHER AGENCIES

Our relations with the representative of other agencies working in Mathews County are excellent.

The FMA and Extension offices are adjacent which facilitates cooperation of the personnel of both offices. It also makes it easier and more agreeable for producers who need the services and information of both offices.

The representatives of the other agencies have their offices in other counties but they visit our office regularly and hold their meetings in our office. The county wide plans and most of the complete individual farm plans are worked out cooperatively. There is no personality friction between us and any of the other representatives.

SUMMARIZING RESULTS

There was an appreciable improvement during 1953 in many phases of crop and livestock production and general rural living in Mathews County due to the Extension Service Program.

The continuation of our soil improving program has resulted in better yields and better fed livestock at greater net profits.

We have been invited to more group and organization meetings to assist in their programs and that they may learn more about our program. This not only offered opportunities for exchange of information but promoted confidence in our program for the people of our county.

Because our people meet together constantly, day after day and week after week in their work and social activities we used this situation in preference to called meetings to disseminate information among our people. The soundness of this method was evidenced by the rapidly and extent of recommended changes which were made.

Our leaders are those people who are doing or have done jobs in acceptable fashion with desirable results and have an interest in their neighbors success. This type of leader was effective because he had already accomplished something desirable and he had the confidence of those about him.

Our task is only well begun. As we progress we can see the need for greater accomplishments.

Our 4-H Club work is weak. We need to find some means of better applying the 4-H program for young people in the county.

We need to find or develop leaders who can and will assist to make our program more personal and consequently more effective.

ACKNOWLEDGMENTS

But for the confidence and assistance of the many groups and individuals who have helped to make the Extension Program more effective in Mathews County, we would certainly be sorely handicapped.

For all the efforts, consideration and kindnesses we are grateful. We will continue to strive to progress toward more worthy programs from year to year.

severe ammunition on them.

Use Efficient Guns

A good sprayer or good duster is necessary to fight insects effectively and economically. Small equipment will work the enemy out of you and discourage necessary repeat performances. Buy a good tool and save energy, materials and your plants.

Insects and Diseases go Together

You might say the insects use poison gas or germ warfare. Some actually carry the germs from plant to plant. Plants weakened by insect injury are more subject to damage by diseases. Combination dust and spray materials may be used to combat both the insects and diseases.

Watch Out for Duds

Be sure your spray and dust materials are right. Old or poorly stored materials are often weak and ineffective. By the time you find it out it is too late. Some manufacturers only use as little of the killing agents as the law allows or even less. Buy from reliable sources. Some times when you mix the materials you do it by guess and guess wrong and get duds. Always follow the manufacturers directions.

War is Dangerous

Most insecticides are poisonous to animals and people. Follow directions. Wash off all residue before using. Some insecticides injure the tender plants. Again follow directions. Keep stored materials away from children and livestock.

Let's Maneuver a Bit

The cut worm is one of our earliest enemies. Protecting collars around the plants will prevent damage. Nine parts bran and one part paris green makes a good poison bait to place around the plants in the late evening. The potato bug is another early bird. Almost any poison will kill him; 5% DDT, paris green or arsenate of lead. It is not a bad idea to use a mixture of insecticide and fungicide on potatoes. You can buy these ready mixed.

Aphides on your peas yet? They creep in and do a lot of damage before you notice them if you are not alert. Nicotine Sulfate (Black Leaf 40) will do the trick on them.

Flea beetles on potatoes, tomatoes, egg plants, etc. They are a tiny lively jumping beetle. Give him some rotenone. He's a bad one if you neglect him.

The Mexican bean beetle is always with us. He will ruin you if you do not know his habits and destroy him early. Rotenone is sure dust to him if you use the right mixture and place it where he lives.

The striped and spotted cucumber beetles are usually ready to eat as soon as your melons and cucumbers peek through the ground until they start to bear; longer if necessary.

Cabbage worms are extremely small when they first start to eat but they soon grow up. They may be hard to see too, because they are the same color as the plant. Dust or

spray with rotenone. You may use DDT when the plants are small, but not after the heads start to form. Have some *Sebastilla* dust handy for the first harlequin bug (tarspin or cabbage bug). You can use this on squash and stink bugs also.

Be on guard for that long, striped hungry blister beetle. They come in armies and will ruin you in a day or two. Cryolite is the material to use on them.

Let's Make it Easy

I have named several insects and almost as many kinds of material. But I keep on hand only two kinds of materials. I use a mixture of rotenone and copper which will take care of most insects and diseases. I keep some Black Leaf 40 handy for plant lice and other sucking insects. I have a good duster and start using it early. I very seldom have trouble with the harder to kill insects. I guess they just do not like plants which are covered with rotenone.

Several new materials have come on the market recently. Most of them are effective. Just remember that most of them are poison and should be respected as such. Also remember, the manufacturers depend on you for a resale, he knows his directions are correct and the materials are most effective when used as directed.

I have bulletins with all this information. Ask for one. They are free.

Ramblings

OF A COUNTY AGENT

By E. L. Phillips

The Fight is On Again

The hords of insects which pester you last summer may have rested during the winter, but they have no idea of any truce talks, they only retreated to their winter headquarters for protection and to gain strength for greater attacks this year.

Some pests dug into the earth in your garden. Others wintered under trash nearby. Still others spent the winter in fields near and far where they fed on winter vegetation hibernated. If these winter quarters were not disturbed and the enemy destroyed, they will soon be back eager to do battle.

Identify your Enemy

The first requisite of an effective attack is to know your enemy. You do not need to know their names but you must know their habits and their weaknesses. Some insects, such as potato bugs, blister beetles and cabbage worms are bold in their attack. They are only interested in getting you out of house and home and do not mind being seen.

Other insects, such as plant lice (aphides), Mexican bean beetles take

cover on the under sides of the leaves. The cut worm works at night while several pests destroy the roots. The flea beetle is so small you can hardly see him, but he is no less treacherous. Some insects are camouflaged.

Strike Early

Most insect enemies send out scouts as it were to reconnoiter and set their stage for an act. These scouts are experienced and extremely dangerous. If you find and destroy them, you may have your battle won before they know what happened. These parent insects lay their eggs if they are not destroyed and before you know it the hords are upon you and you have a major battle to fight. Diligent sentry duty is your cheapest and easiest means of fighting insects.

Use the Right Ammunition

It is a waste of effort and money to use a rifle on an enemy holed up in caves in a hill. You have to blast them out with the big guns, burn them out or cover them up so deep they cannot get out. So it is with the sucking type insect. They bury their mouths into the leaves and stems and suck the life out of the plants. You have to use a contact material on them which will burn, poison or smother them.

Bugs and worms which chew the plants can be controlled with stomach poisons. Some insects are much harder to kill than others, therefore it is necessary to use more

Ramblings

OF A COUNTY AGENT

By E. L. Phillips

Rotary Hoe

Bobby Soles, up near Dutton, was using a rotary hoe in one of his soybean fields a few days ago and it was doing a dandy job. I was driving along the road when I saw this tractor outfit traveling quite rapidly through the field. This was a little different than the usual type of cultivating job so I stopped to see what it was all about.

The beans were between two and three inches high, planted in rows.

There were right many tiny weeds already peeking through the ground. There had been a hard rain a few days previously and the soil was crusted some. It looked to me like that rotary hoe was getting about every weed. It certainly was doing a top job of loosening the soil and the beans were not being hurt enough to amount to anything.

Bobby stopped his operations long enough to talk to me a little while. He thinks he has the perfect machine for cultivating small beans and corn. He said it worked well in small grains also. This machine can be reversed and be as a cultipacker.

This machine will really cover ground too. Bobby said he cultivated about 60 acres in one day this year. The machine covers two rows at a time, and you do not get all worn out operating it like you do cultivating small plants with a regular cultivator. All you do is keep your tractor somewhere near the middle of the row and let the rotary hoe go where it will.

To get the best use of a rotary hoe, your land must be fairly flat and in pretty good condition. The weeds and grass must be small. If it would dig out large, deep rooted weeds and grass it would also dig up the crops.

Tom Kemp, who works with Eob- by on some crops, told me they had one field of corn which was having a hard time getting through the hard crust caused by a heavy rain soon after planting. He said they used this rotary hoe on this field just as the corn started peeking through. He said that hoe really broke up that crust, killed the tiny weeds and in a couple of days they had almost a perfect stand of corn.

Good Oats

I have been watching Foster Oliver's good field of oats for the past few weeks. The other day I went by there and noticed the oats had been combined and the ground plowed and in good shape for another crop. I didn't get a chance to see Mr. Oliver to ask him about the yield he got, but two of his neighbors told me they produced either 83 or 86 bushels per acre.

That's pretty good oats but I understand Mr. Oliver has produced better oats than that. One year he raised 92 bushels per acre. You folks who travel by that way have noticed Mr. Oliver has cleared off some more land for cropping. Most of that farm was woods land several years ago. Now it raises as beautiful crops as you will find in all Mathews County. Mr. Oliver really knows how to grow crops.

European Corn Borers

I have gone into lots of corn fields during the past two weeks. I have found more European corn borers than in any year I have been in the county. Practically every field has some infestation and some fields are heavily infested.

I have not had enough experience with these pests to forecast the final damage you may expect. They are very difficult to destroy or control. As you walk through your field you will notice the corn leaves have holes in them. Some of the stalks may be definitely weakened or off color. If you will pull up these stalks and split the stalks from top to bottom you can find this borer usually in the lower part of the stalk. Some time the smaller worms may be in the upper part of the stalks.

Corn borers are fairly easily dis-

tinguished from other worms. They have a white or pinkish buds with a dark head and many dark spots on the whole length of the body.

Because the worms bore into the stalks, it is quite useless to spray them at this time because the material will not penetrate to them. There are four stages in the life cycle of the European corn borer. The resting stage (the pupal or cocoon) is spent in the stalk or under trash. In early spring these change to a yellowish or light brown moth. These moths lay an average of 400 eggs each on the under side of the corn leaves. These eggs hatch out in from 4 to 6 days into tiny worms or borers. The worms usually feed on the outside of the leaves for a few days then they bore into the stalk and the real damage begins.

If sprays or dusts are to be effective they must be applied during the few days between the time the eggs hatch and the time the worms bore into the stalks.

In the north and west where corn borers have been a serious problem for years, the farmers either put their corn in the silo, ahead their corn or plow them under deeply so that all the corn plant is completely covered. In some states laws have been enacted and are strictly enforced requiring every one to clean up his infested fields.

I do not know what the outcome of these borers will be. In other sections they have multiplied until farmers had to use controlling practices or go out of the corn producing business. I hope they do not treat us that way.

ALL Please pay for produce at the time you purchase it.

33c **32c** **27c** **15c**

SPINACH
 • GREEN TEA
 • CAULIFLOWER
 • WHOLE TEA
 • CHINESE

19c **19c**

RAISINS
 • NEW YORK
 • ENDIVE
 • FROZEN PEAS

CUCUMBER
 • PEPPERS
 • AVOCADO

Chef's Special
 Potato Salad
 Cole Slaw
 Macaroni
 Deviled Crab

39c

Salad DRESSING

YOU GET THE BEST

Ramblings

OF A COUNTY AGENT

By E. L. Phillips

Easier Said Than Done?

Last week in this column I wrote some of the rules of poultry management necessary to success with poultry.

This morning a gentleman asked me if it were easier to tell how to raise chickens than it is to actually raise them. Perhaps it is, but there are rules to successful poultry business and closer we follow those rules the nearer we will come to making money on the deal.

I can speak of this with a little authority. Before I came to Mathews County, I was managing a large farm in Powhatan County. Among other things, on that farm we had a 2,000 poultry laying plant complete with brooder and laying houses and equipment.

One of the first things the president of the school which owned the plant said to me was that they had been losing money on their poultry project and they were extremely anxious to make that part of their farm pay. In fact, he was disgusted with the whole thing and was glad to dump it into my lap.

A thorough examination of the situation immediately showed three things which may be causing the trouble. 1. They were buying cheap chickens from a hatchery which was not following the standards of good poultry business. Consequently the chicks were of poor quality.

2. The poultryman was just lazy and neglected his duties. Consequently many jobs were done irregularly and incompletely. Trouble progressed before it was checked. A lazy man can get into a lot of trouble trying to raise chickens.

3. The laying house was very good except for one thing. The ventilation was bad. This meant trouble in summer and winter. The chief trouble the poor ventilation caused was dampness. Most of their birds were dying with colds and disease caused by wet litter.

All of these conditions, with a few others, were corrected. The records for the last eleven months I was there will show that it paid to be alert to all the details of good poultry management. That flock that year paid for the services of the poultryman and his son. We bought all their feed from Richmond not from the farm, and they paid for this. They paid \$350 rent on the poultryman's house. They bought the poultryman 500 pounds of pork. They paid for a new roof on one poultry building, four new electric brooders, the depreciation of all buildings and equipment, \$240 for my supervision and left a much better inventory than at the beginning of the year.

In addition to all this, there was a nice nest egg of \$1180.00 profit. If this were a farmer's flock and he could claim all profits he would have received between \$3500 and \$4,000 over the cost of his feed and cost of his new flock.

Remember this was in a situation where they had been losing money on their poultry every year because of ignorance and neglect.

Every game and every business has its rules and requirements for success. If you are going to play the game or get into the business, you better know the rules and requirements. Then you better follow them.

Have you ever watched a group of boys playing ball when every one wants to make his own rules? Such a game is just one noisy quarrel fests usually ending with hard feelings and possibly a few bloody noses.

Producing a farm crop is the same way. When we turn out bum field crops or crops of livestock or poultry year after year, we blame the weather, we blame the guys who sold us the seed or fertilizer and we blame our luck. But the chances are we have not learned the rules or we have not enough sense to follow them. To be a good farmer you have to be a good scientist, an engineer, a weather prophet, a good salesman and a financier. The sun is supposed to be your clock but the baby calves, pigs and lambs favor arriving on rainy nights. Night is also the time for the baby chicks to run to a corner and pile up and die.

The farmer is the world's greatest gambler. He bets all he has that the rains will water his crops and not drown them out or wash them away or destroy his crops at harvest time. He bets all he has that the price will still be good when he must sell his years work and investments. He bets all he has that the insects and diseases will bypass his farm in their annual ravaging.

The farmer has a lot of rules to learn and follow. Those rules work and are not to be trifled with. The cow that produces 10 gallons of milk a day is no accident. The hen that lays 250 eggs a year is no accident. The acre of corn that yields 40 barrels of corn is no accident.

The acre of pasture that feeds two cows nine months of the year is no accident. These are all the results of following the rules of the game.

If you are going to be a farmer, even a tiny farmer, you better get acquainted with the rules of farming and be prepared to follow them or you will find old man disaster just around the corner.

Ramblings

OF A COUNTY AGENCY

By E. L. Phillips

Good Soybean Yield

I stopped in to see Edmund Jones, Jr., up near North P. O., a few days ago to talk to him about his soybeans. One of his neighbors had told me that Edmund had gotten a right good yield this year. If you are going to grow soybeans, I am sure you are interested in getting high yields.

About the first thing I said to Edmund was, "I heard you had some right good beans this year, how many did you get?" He said, "I got 400 bushels from 12 acres." I was a little disappointed because I had heard he had done much better than that.

Anyway, I asked him the usual question about what variety he planted, when he planted them, how he planted them and if he used fertilizer. After a while he said one field did a little better than that, "I had one acre down the road that made 57 bushels on that acre." Then I perked up a little bit. That was the field I wanted to talk about.

Edmund planted his Ogden variety of bean about the last of May. He used 400 pounds of 0-14-14 fertilizer per acre. He used a bushel of seed per acre.

He said he believed he had his beans a little too thick in the row. A few rows he planted a little less than at the rate of a bushel per acre and he said his beans yielded a little better there. He had a little trouble with weeds. He said he had to use a plow to cover up some of the weeds at the last cultivation.

Edmund thinks it might be better to plant a little later than the last of May. He said his beans got so large and thick that they made very few beans on the bottom foot or so of the plants. Even though the rows were four feet apart, the plants got so large you could not walk between the rows.

The hurricane had blown the beans over quite badly, then they sent out a new growth. Edmund thinks that if they had not been blown over, he would have gotten a right better yield on his larger field.

Edmund had quite a time combining that good field. He ran his Farmall H in second gear. He combed only one row at a time with his motor driven 5-foot combine and still he had to stop a few times to let the combine clear itself.

Edmund applied the 400 pounds of 0-14-14 on the land after plowing with his lime spreader, then disced the fertilizer in with his disc as he prepared the land for seeding. He does not like the idea of applying fertilizer in the row at seeding time because of the danger of the fertilizer damaging the seed and seedlings. He things it paid him to fertilize. The leaves of the soybeans had shown a potash deficiency in previous years and he usually harvests about 25 bushels of beans per acre. This year he saw no potash deficiency and, of course that 33 and 57 bushel yields look pretty good.

Edmund thinks next year he is going to try seeding some of his beans in two-foot rows. His planter is set for four-foot rows because his main crop is flowers and all of his machinery is set up for that width. But he can cultivate two-foot rows and by straddling every other row with his planter, he can still work the two-foot row program.

All the beans were measured and placed in flower boxes to dry. These beans will probably be available for seed next year. They certainly are nice seed beans. They are larger than most beans you buy even though they seem to be perfectly dry.

Saw Dust Litter

Before I left, Edmund wanted me to see how he had used saw dust for litter in his hen house. They have only a small flock and saw dust is doing a good job as litter. The litter was about eight inches deep and some of it had been in the chicken house for a long time.

Edmund took the toe of his shoe and dug down almost to the floor and then picked up a handful of the material for me to examine. It was almost the color and texture of dark

crumbly soil and had the smell of rich compost. There was no disagreeable odor at all and it was dry.

I was curious about how he worked this litter program. He said he cleaned about one third of the house right down to the floor. Then he brought in fresh saw dust and mixed it with what was left and spread it evenly over the whole floor. Then every week or so he stirred and mixed the litter to keep it even and from packing on top. The litter he removes each year is the real thing to use on garden crops. He used lime to help dry and cure the saw dust when he first put it in the house.

When I get a good and busy farmer like Edmund to take some time out for talking there are always many ideas that come up. He thinks a whole lot of crimson clover as a source of good plant food and as a ground conditioner. He has some cow peas this year which he is going to try again. He is thinking of seeding some winter Canada or Australian field peas for winter cover crop.

I was certainly glad of the opportunity to discuss these things with Edmund. He is recognized as one of the top farmers of the county and remember, he produced 57 bushels of soybeans, this to prove it.

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Mail

SUNDAY

Ramblings

OF A COUNTY AGEN

By E. L. Phillips

Starved Race Horses Starved Corn

I guess about all of you have seen race horses race first or last. Many of you have owned race horses and some of you have driven them. Some of you have even won a few good races with your favorite steed.

I bet you have never won a close race with a starved horse. I bet you have never been tempted to put a half-starved animal on the track in competition. No sir, he gets the best hay on the place. He gets the right mixture of corn and oats and bran. He gets salt and other minerals and when he goes to water he gets just the right amount of good, clear water.

That horse is especially bred to travel fast. He can go like the wind when he is right. If he is half starved he can still set a good pace for a little while but he soon plays out and is soon eating the dust of his better managed competitors.

It's the same way with corn. Our best corn varieties today are especially bred to produce high yields of good quality corn. They are bred to withstand drought and to stand up until the ears are matured. They will do it too, if they are properly managed. Proof: Those yields of 30 and 40 barrels of corn on the well managed farms are the same kind of proof you have in the horse that wins the races.

Why don't they yield like that on your place? Your corn is starved, that's why. You say, "I used lots of fertilizer, how come my corn is starved?" You feed your race horse good hay and lots of corn and what happens. He looks strong, sleek and fat, but he gets about half way around the track and he starts to blowing and lagging behind. He was starved for some muscle and stamina building feed.

It's the same way with your corn. You apply 200 to 400 pounds of 5-20-5 fertilizer under your corn at planting time, then throw on another 200 to 300 pounds of nitrate of soda after your corn is up waist high. You notice your corn is green as poison but you still make about 10 barrels of corn and lots of the ears are light and chaffy and the stalks fall down before you can get it picked. Your race horse corn looked in good shape, but it did not hold out. Why?

You feed that horse the best you know how and he looks good on the day of the race but he still doesn't have what it takes. He has been a little off lately. His stomach or liver is off a little. He loses again. You feed your corn lots of balanced fertilizer, but you have not limed your field for years. Your soil has indigestion. It does not make good use of that expensive fertilizer. You throw a bunch of money away on fertilizer. Your land has a sour stomach so the fertilizer is not used by the plant, but is turned into waste in the soil.

Where is all this haranguring getting us. Well, we know that a lot of time and experience have gone into the breeding of these good corn varieties. We know some varieties suit our area better than others. We know that with proper management they will produce great yields. We know the quality of grain is good and that the stalks will not break too badly if properly fed.

What is it that we do not know which prevents our getting good results? When you have a good horse, you can see that he gets good housing, is worked just enough and you can feed him just what he needs because it is all visible and can be judged by smell and feel. But the soil has many hidden properties which cannot be easily detected.

We know that corn must have an abundance of plant food in proportion to produce large yields of high quality grain. The soil has all of their necessary elements in various proportions. How are you going to tell which of these elements are plentiful and which are lacking in your soil. You cannot see, or feel or smell these needed elements. You can only guess they are there and judge the best you can by the performances of previous crops.

You have one good means of helping you to determine the extent of the various plant foods in your soil. That is a soil test. These tests cannot be perfect, but they are good for practical application. After you

get the results of your soil tests, then it is necessary that you apply the kind and amount of fertilizer needed to balance the various plant foods in your soil.

Keep Stalks Standing

Proper balance of plant food not only gets more grain more economically, but it keeps these corn stalks standing better.

In one experiment where stalks were breaking over badly about the time the ears were ripe, we found there was a definite deficiency of potash. Where nitrogen had been added to this potash deficient soil practically every stalk broke down. Where the potash was added to balance the plant food, the yield was more than doubled and the stalks stood until after harvest.

Most of the fields in Mathews County can use much more potash. Many people use too much nitrogen for the amount of other plant food used. This practice is getting you into a lot of trouble.

If you expect to use fertilizer by estimation instead of by soil test, use fertilizer higher in potash such as 8-10-10 instead of 8-10-5 or 2-12-12 instead of 3-12-6. Use plenty of it. If your land is pretty good, you can profitably apply from 600 to 1000 pounds per acre. Use nitrate of soda only as you see the need for it by the color of the leaves next Summer.

80

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Ramblings

OF A COUNTY AGENT

By E. L. Phillips

20 Barrel Corn

Do you have any corn that will make 20 barrels per acre this year?

Do any of your neighbors have 20 barrel corn?

There are a few people in Mathews County who are going to produce 20 barrels per acre providing the weather acts any where near normal for the next month or so.

I always become curious about the reasons for extra good crops. I like to talk to those folks who can do the extra good job of raising crops when the drought has whipped so many of his neighbors.

As you drive down the road and you see an extra good field of corn, why not make it a point to stop and talk to the operator to find out how he did it? He usually is only too happy to tell you.

Here are some of the questions to ask. What crops were raised in the field in previous years? How well did these crops yield? Did he turn under organic matter in recent years? Was that organic matter legume crops such as soybeans, crimson clover or vetch? How deep is the soil? What variety of corn did he plant? When was it planted? How much and what analysis of fertilizer did he use? When and where did he apply the fertilizer? How often and how deeply did he cultivate? How does he account for the extra good crop?

Now if you will ask a lot of folks who have extra poor crops of corn the same questions, you may be surprised how different the answers will be. I admit there are a lot of poor fields this year on farms where we usually find the best of fields. I am sure these good neighbors are the most anxious to know how they did do or did not do to get poor results.

The most satisfying thing about a good yield in a difficult year is the fact that it not only paid off well this year, but would have paid just that much better under normal conditions. In other words, it is good policy to do the extras to reap extra every year. If the weather should be so dry that the present crop cannot possibly make use of the practices, you are all set for the next crop.

What does it take to get extra good yields? 1. Deep soil: Do not try to make a shallow soil deep in one working. This practice takes several years. 2. Fertile soil: This means an abundance of the minerals the plants need for extra growth. 3. Plentiful organic matter: Organic matter supplies plant food, makes the soil mellow so the roots can penetrate readily. Helps to hold moisture during dry spells and permits excess water to escape when we have too much rain. Organic matter is the life of your soil.

Your fields should be tested so you will know how much lime to apply and how much and what kind of fertilizer to use to supply that abundance of minerals. This fertilizer permits the plants to recover rapidly when weather conditions improve. That quick recovery may mean the difference as to whether your plants will hold up until the next shower or will continue to go backwards.

Some farmers are bemoaning the fact that they planted in the wrong season this year. I was looking over Victor Hudgins corn last evening. He has five varieties of hybrid corn. He planted these in three different seasons. Some was pretty early, some quite late, but there was hardly a yellow leaf in his fields and some of his corn will be made in a few weeks. I suspect some of his varieties will hit close to 20 barrels too. You should go down near Onemo and take a look at his fields.

Good Soybeans Too

I think as a whole we have the best soybeans in the county we have ever had. The growth is better and there are less weeds.

Up to now Birdsall Forrest, between Moon and Diggs Post Offices, has the best soybeans I have seen. They are almost shoulder high and jammed full of blossoms. So many things can happen to beans between now and harvest, I would dialke to hazard a guess as to the yield of these beans. If conditions continue favorable, you will see over 50 bushels come out of this field.

Show Corn for Fair

Mathews County should take the ribbons for show corn at the Tidewater Fair this year. The weather has not been as kind to our neighboring counties as here. If you have good corn and have any idea you may have some show ears, please let me know. I will gladly help you select the corn. I will also take it up to the fair and place it to advantage.

If you have an extra good field of corn or know of a neighbor who has, please let me know. This is the year to learn the fine points of raising crops under difficulties. If you can succeed when things are difficult, then you are sure of success when conditions are favorable. We become strong working together.

The image shows two overlapping, faded documents. The document on the left is partially obscured by the one on the right. Both documents contain illegible text. A large, dark rectangular redaction covers a significant portion of the right-hand document. The text on the left document is very faint but appears to include a header section followed by several lines of text.



COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF VIRGINIA

VIRGINIA POLYTECHNIC INSTITUTE AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATION

Mathews, Va.
April 2, 1953

EXTENSION SERVICE
COUNTY AGENT WORK

Dear Corn Producer:

Do you want to make the most of your corn crop this year? Here are some rules to follow to help you get best results:

1. Plow as soon as you can now and get your land worked into a good compact bed. Then disc and drag your land just ahead of the planter to eliminate the grass and weed seedlings.
2. Fertilize heavily. Most of our land is ready to use economically about 1100 pounds of fertilizer per acre. Here is how: Plow under or disk in 600 to 800 pounds of 2-12-12 or 5-10-10. Apply 200 to 300 pounds 5-10-10 in rows at planting time. Then be prepared to side dress with 150 to 300 pounds of nitrate of soda or ammonium nitrate after the corn gets knee high. The kind and amount of fertilizer depends some upon your soil fertility and the previous crop. Remember one dollar spent for fertilizer properly used return you about \$3.50. That's good business.
3. Have your soil tested for fertilizer and lime needs.
4. Use recommended hybrids for highest yields.
5. Plant 1 inch to 1½ inches deep. Corn planted deeper than 2 inches yield from 10 to 15 bushels less.
6. Plant hybrids thick. You can plant corn from 9 to 10 inches in the row where the rows are 42 inches apart. Plant early varieties thicker than later varieties.
7. Cultivate often but shallow. Cultivating deeper than two inches after the corn is knee high will destroy lots of feeder roots. These are the roots which make use of all that fertilizer you used. If you do a good first and second cultivating job and your corn is growing like it should, you need not worry too much about the weeds after that.

The farmers who are following the rules of the game are getting 16 to 20 barrels of corn per acre with good net profits.

Yours very truly,
E. L. Phillips
E. L. Phillips
County Agent

ELP:AH

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COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS

STATE OF VIRGINIA

Mathews, Va.
April 22, 1953

EXTENSION SERVICE

VIRGINIA POLYTECHNIC INSTITUTE AND
UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

Dear Friend:

This is going to be a rather long letter. If you expect to plant soybeans this year, I hope you will have time to read it. Here are some things we have found which help to get higher soybean yields.

1. Use good seed. Good seed helps you get a uniform stand and quick early growth. This helps to fight the weeds.

2. Use recommended varieties. S-100 is the best early variety. In a year or two we expect to have one or two better varieties. Early varieties have some advantages over later varieties but do not plant them unless you expect to keep them free of weeds which will hinder a good combining job.

Ogden our favorite is a medium season variety. You can combine these in plenty of time to seed small grains.

Volstate or Woods Yellow are good varieties, if you want late beans.

3. Inoculate your seed. Not many people do, but it is a good practice. Inoculating may increase your yield only one or two bushels, but it may also double the yield under certain conditions. There is no way to tell whether or not it will increase the yield on your land. The fact that you grew soybeans in the same field a year or two ago does not guarantee your land will be inoculated. Inoculated beans will increase the nitrogen in your soil while uninoculated seed may rob your soil of nitrogen.

4. Be sure your land has been limed within the past three or four years. If it has not, apply sufficient to bring your soil up to pH-6. I will be glad to test your soil and tell you how much lime it needs. The kind of lime you use makes no difference just so it is good lime.

5. Fertilize according to the condition of your soil. If you do not test your soil, you can apply from 200 to 400 pounds of 2-12-12, 0-14-14, or 0-10-20. If your land is quite poor you may even use 5-10-10. Do not put fertilizer close to the seed at planting time, it may cause poor germination. Rich land may need no fertilizer for soybeans.

6. The seed bed should be well prepared. The land should be disced and perhaps dragged just ahead of planting to eliminate the grass and weeds.

7. Best yields were obtained at Warsaw when they were planted the last week in May. Earlier than this the weather and weeds hindered growth. Every week later than this date resulted in increasingly less yields.

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Page 2

April 22, 1953

8. Rate of planting. In rows plant 3 to 4 pecks per acre of the smaller varieties or 4 to 6 pecks of the larger varieties. Broadcast about 6 pecks of smaller varieties or 8 pecks of the larger varieties.

9. Row Width. Plant as narrow rows as you can cultivate. 24 inch rows will produce more beans than 36 inch or 42 inch.

10. Beans should be planted about 1 inch apart in the row and not over 1 1/2 inch deep. Placing fertilizer too close to beans and planting too deep cause more poor stands than all other things put together.

11. Cultivating. Weeds and grass are a menace in beans. They rob the beans of food and moisture and they hinder harvesting. Soybeans are tough, do not be afraid of dragging or running over them. A spike tooth harrow, weeder or rotary hoe will get most of the tiny weeds and can be used on row beans or broadcast beans until they are 6 to 8 inches high.

Every extra bushel of soybeans you get this year will count in your favor. Here is hoping this year you will get your bumper crop.

Yours very truly,

E. L. Phillips

E. L. Phillips
County Agent

ELP:AH

RM
34

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 Mathews State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
E. L. Phillips	Agricultural 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 pri- marily home demonstration work	Agents doing pri- marily 4-H Club work	Agents doing pri- marily agricul- tural work	County total
	A	B	C	D
1. Farm or home visits..... Number			592	592
2. Office calls..... do			1303	1303
3. Telephone calls..... do			1423	1423
4. News articles or stories prepared Number			57	57
5. Broadcasts made or prepared:				
a. Radio..... do				
b. Television..... do				
6. Bulletins distributed..... do			2297	2297
7. Adult result demonstrations con- ducted..... Number			2	2
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number			10	10
(2)..... Attendance			77	77
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number			2	2
(2)..... Attendance			3	3
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number			104	104
(2)..... Attendance			4703	4703
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number			34	34
(2)..... Attendance			811	811
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number				
(2)..... Attendance				
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number				
(2)..... Attendance				

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.....						
b. Agricultural.....	2	15	2	12		
c. Home demonstration.....						
d. Young men and women.....						
e. 4-H Club.....	1	21	4	28		

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.....	4	20
b. County meetings.....	3	56

14. Number of fact-finding surveys for program-planning purposes made during the year..... 0

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

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	72	16	XXXX	XXXX
b. In adult home demonstration work.....			XXXX	XXXX
c. In young men and women's work.....			XXXX	XXXX
d. In 4-H Club work.....	3	3		
e. Total number of DIFFERENT leaders.....	75	19		

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

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

GENERAL 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 months' 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 "e") should be included in subitem "f".
- 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 21f.

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

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....			12	12
19. Total days worked.....			289	289
20. Days devoted to--				
a. Adult work.....			248	248
b. YMW work.....			4	4
c. 4-H Club work.....			37	37
21. Days devoted to--				
a. Extension organization and program planning.....			9	9
b. In-service training of agents.....			8	8
c. Crops.....			93	93
d. Livestock.....			23	23
e. Marketing; distribution; and service organizations.....			7	7
f. Soil and water conservation and management.....			25	25
g. Forestry.....			8	8
h. Wildlife.....			2	2
i. Planning and management of the farm business.....			14	14
j. Farm buildings and farm me- chanical equipment.....			10	10
k. House and surroundings, furnish- ings and equipment.....			2	2
l. Home management.....			-	-
m. Family economics.....			-	-
n. Clothing.....			1	1
o. Foods and nutrition.....			7	7
p. Health.....			-	-
q. Family life, child development, parent education.....			2	2
r. Safety.....			1	1
s. Community development and public affairs.....			21	21
t. Days that cannot be charged specifically to one of items a through s.....			6	6

CROPS—Production and Marketing—Interpretation

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

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

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

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

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, culture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	9	16			14	9	14	4
23. Total number of persons contacted individually or through meetings.....	1326	716			520	216	531	181
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices.....	647	395			333	96	294	53
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....	647	395			333	96	294	53
Specific production and management practices incident to—								
b. Use of improved varieties and strains.....	158	95			201	10	83	11
c. Use of fertilizers.....	172	165			68	17	107	8
d. Control of injurious insects.....	67					27	51	14
e. Control of diseases.....	81	22				25	23	9
f. Harvesting, storing, and curing.....	76	47			55	10	12	
g. Efficient work methods.....	68	52			9	7	16	6
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....	66	59			18	19	21	4
Specific marketing practices incident to—								
b. Preparation for market.....	19	23			2	6	7	2
c. Commodity outlook and market information.....	21	24			14	9	9	1
d. Arranging to sell and selling.....	26	22			2	4	5	1

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: *Culture, home demonstration, young men and women's work, and 4-H Club work.*

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting	16	8	4	3	19	6
28. Total number of persons contacted individually or through meetings.....	361	391	276	109	426	129
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	142	308	43	26	241	37
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management.....	142	308	43	26	241	37
Specific production and management practices incident to—						
b. Selection and breeding.....	6	61	9	4	11	
c. Feeding.....	55	62	13	4	59	2
d. Controlling external parasites.....	13	41	4	4	36	
e. Controlling diseases and internal parasites.....	58	128	12	10	124	32
f. Efficient work methods.....	10	19	5	4	11	
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing.....	24	82	22	22	27	2
Specific marketing practices incident to—						
b. Preparation for market.....	2	7	-			
c. Commodity outlook and market information.....	20	71	16	22	20	2
d. Arranging to sell and selling.....	2	4	6		7	

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS—*Interpretation*

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- 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 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
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	1	1000			1	1
b. Farm and home service.....	2	65	1	2	1	1

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

Type of activity	Groups	Members
	A	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.....	2
b. Hay and other forage crops.....	1
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	
d. Tobacco.....	
e. Oil crops (soybeans, flax, peanuts, etc.).....	2
f. Sugar crops.....	1
g. Dairy and dairy products.....	2
h. Poultry and poultry products.....	1
i. Meat animals and meat products.....	
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	
37. Food retailers assisted with merchandising problem.....	
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, drainage-ways, and ditches. Persons given assistance

in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	12	9	2
40. Total number of personal contacts made individually or through meetings.....	612	92	63
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	392	41	11

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with--	
a. Proper land use.....	101
b. Contour and strip cropping.....	
c. Terracing.....	
d. Grassing waterways.....	
e. Water supply, storage, and distribution.....	
f. Drainage.....	19
g. Irrigation.....	-
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	117
i. Use of fertilizers (commercial and barnyard).....	122
j. Production of soil improvement crops.....	116
k. Crop rotations.....	31
l. Land clearing.....	6
43. Farmers and other individuals reported in item 41-B assisted with--	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	22
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	12
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	18
d. Estimating and appraising.....	-
e. Production of maple-sirup products or naval stores.....	2
f. Treating wood products with preservatives (fence posts and building timbers).....	4
g. Marketing of forest products (includes markets and timber-selling practices).....	6
h. Fire prevention.....	
44. Farmers and other individuals reported in item 41-C assisted with--	
a. Construction or management of ponds for fish.....	2
b. Making food and cover plantings for wildlife.....	11
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.....	3
46. Total number of persons contacted individually or through meetings.....	576
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	342
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	247
b. Keeping and analyzing farm records.....	39
c. Developing an over-all farm plan.....	44
d. Making needed adjustments in farm organization.....	7
e. Developing supplemental sources of income.....	11
f. Obtaining and using credit.....	4
g. Selecting a farm for rental or purchase.....	2
h. Obtaining, training, and using farm labor.....	1
i. Legal aspects of the farm business.....	2
j. Income-tax accounting and related problems.....	1
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	42
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.
- This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
 - Also include planning and decisions relating to efficient lay-out within a farm building.
 - Also include equipment that may be constructed as part of the building.
55. Item—
- Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
 - 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	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting	2	6
52. Total number of persons contacted individually or through meetings	87	134
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	46	52
54. Farmers and other individuals reported in item 53-A, assisted with—		<i>Estimated number</i>
a. Arrangement of farm-building lay-out		9
b. Construction of farm buildings		9
c. Remodeling or repairing farm buildings		11
d. Selection or construction of farm-building equipment		27
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		18
b. Developing labor-saving devices and equipment		14
c. Use, care, and repair of farm mechanical equipment		21
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		51

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

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

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

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

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

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

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

- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
- (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
- (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
- (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension

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

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

60. Item—

- Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
- e. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
- f. 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	3	
58. Total number of persons contacted individually or through meetings	19	
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices	11	

60. Families, homemakers, and other individuals reported in item 59-A assisted with--	Estimated number
a. Building a new house	1
b. Remodeling or repairing the house	2
c. Improving kitchen or laundry	-
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	-
g. Planning electrical systems	1
h. Landscaping home grounds	3
61. Homemakers and other individuals reported in item 59-B assisted with--	
a. Selection, use, and care of home equipment (other than sewing equipment)	
b. Selection, use, and construction of home furnishings	
c. Repair, reconditioning, and care of home furnishings	
d. Furniture arrangement and use of accessories	
e. Color schemes and wall finishes	
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—

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

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

67. Includes work done—

- In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- 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.
- On both new and remodeled clothing.
- 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	Family	Clothing
	management A	economics B	C
62. Number of voluntary local leaders.....			1
63. Total number of persons contacted individually or through meetings.....			26
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....			26
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
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.....			
b. With care and mending of clothing.....			
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).....			26

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	8		4	3
69. Total number of persons contacted individually or through meetings.....	263		38	26
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	217		26	26
71. Families reported in item 70-A assisted--				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				177
b. In selecting food.....				12
c. With meal planning and food preparation.....				-
d. With preservation and storage of food.....				28
e. In improving diets.....				
72. Families reported in 70-B assisted in--				
a. Sanitation practices and facilities.....				
b. First aid and home nursing.....				
c. Dental-health education.....				
d. Health education leading to physical examination by a physician.....				
73. Families reported in item 70-C assisted with--				
a. Child development and guidance.....				18
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.....				8
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.....				
c. Accident prevention away from home place.....				26

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

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

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

77. Item includes—
a. Studies and surveys.

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

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	4	14	28	247
76. Developing and improving county or community organization.....	8	34	67	396
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....				
b. Improving health facilities, services, and programs.....	3	5	12	49
c. Improving schools.....	2	4	8	27
d. Improving churches.....	7	21	68	209
e. Bettering town-country relations.....	-	-	-	-
f. Libraries.....	2	6	12	61
g. Roads.....	1	3	4	32
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....	2	2	8	257
k. Community beautification.....	2	2	16	32
78. Regional or area development programs or projects.....	1	6	7	24
79. National programs and proposals affecting agriculture and rural life.....	2	5	11	36
80. World affairs.....	1	4	6	12
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 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	Members completing	Units involved in completed projects	
	A Number	B Number	C Number	
82. Corn.....	4	3	12.0	acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....	2	2	6.0	do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetable growing.....	28	19	11.5	do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....				do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	21	11	475	birds
97. Dairy cattle.....	3	3	5	animals
98. Beef cattle.....				do.
99. Sheep.....				do.
100. Swine.....	5	3	4	do.
101. Rabbits.....	7	2	180	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....	15	13	22	articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	47	30	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....				dishes prepared meals served
112. Canning and preserving (other than freezing).....				quarts quarts frozen pounds frozen
113. Freezing of foods.....				
114. Health, nursing, first aid.....			XX	
115. Child care.....			XXXXXXXXXXXXXX	
116. Clothing.....				articles
117. Home management.....			XX	garments
118. Home furnishings and room improvement.....				articles rooms
119. Home industries, arts, crafts.....				articles
120. Junior leadership.....			XXXXXXXXXXXXXX	
121. All other.....	4	4	XXXXXXXXXXXXXX	
122. Total.....	136	90	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS.....		5	
		Boys	Girls
124. Different 4-H Club members--			
a. Enrolled.....		76	60
b. Completing.....		48	42
125. 4-H Club members from--			
a. Farm homes.....		64	47
b. Rural nonfarm homes.....		12	10
c. Urban homes.....			
126. 4-H Club members enrolled by years in club work:			
a. 1st year.....		57	52
b. 2d year.....		5	7
c. 3d year.....		10	1
d. 4th year.....		2	
e. 5th year.....		2	
f. 6th year and over.....			
127. 4-H Club members enrolled by ages:			
a. 10 years and under.....		12	8
b. 11 years.....		17	19
c. 12 years.....		19	20
d. 13 years.....		11	12
e. 14 years.....		12	1
f. 15 years.....		5	
g. 16 years.....			
h. 17-20 years, inclusive.....			
128. 4-H Club members who received definite training in--		Boys and Girls	
a. Judo.....		28	
b. Giving demonstrations.....			
c. Group recreation leadership.....		31	
d. Music appreciation.....			
e. Money management (thrift).....			
f. Farm and home safety.....			
g. Citizenship.....			
h. Personality improvement.....		26	
i. Soil and water conservation.....			
j. Forestry.....		16	
k. Health, nursing, first aid.....			
129. 4-H Club members having health examination because of participation in the extension program.....			
130. Number of members participating in a 4-H Club camp.....		23	
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		1	

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.....	11
137. FAMILIES assisted with control of household insects.....	87
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.....	14
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	56
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	3
142. FAMILIES assisted with practices incident to production of arts and crafts.....	2

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	602	106	
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	12	7	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	608	109	

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

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

sion agent holds several meetings in the county where he and PMA 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.....			3.0	3
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....			1.0	
149. Farmers Home Administration.....			5.0	3
150. Fish and Wildlife Service.....				
151. Forest Service.....			3.0	2
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....			19.0	17
154. Rural Electrification Administration.....				
155. Selective Service System.....			1.0	3
156. Soil Conservation Service.....			10.0	6
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....			1.0	3
160. Highway department.....				
161. State departments of agriculture and forestry.....			2.0	4
162. State department of education: General schools.....			1.0	5
163. State employment service.....			1.0	2
164. Welfare department.....			2.0	4
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....				
167. Vocational-agriculture and home economics departments.....			2.0	7
168. Other (specify).....				
169. Other (specify).....				

YOUR ANNUAL REPORT (1945-1960)

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.