

COUNTY AGENTS' NARRATIVE REPORT
December 1, 1952, to November 30th, 1953

RICHMOND COUNTY, VA.

- R. A. FAIRMAR, COUNTY AGENT
- HAROLD A. LITTLE, ASSISTANT COUNTY AGENT
- NETTIE M. ALLISON, STENOGRAPHER

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County Organization

Chairman of each Agricultural Community	T H E	Chairman of each Community Improvement Project
Chairman of the County F.M.A. Committee	C O U N T Y B O A R D	Chairman of Adult 4-H Club Committee
Chairman of the County H. D. Committee	O F	President of 4-H Club Council
Chairman of the Pasture Committee	A G R I C U L T U R E	Key Banker & Minister
1 Agricultural Instructor		Chairman of County Board of Supervisors
County S.C.S. Conservationist		Chairman of 100 Bushel Corn Club
		Chairman of "Better Sires" Committee

The County Agricultural Board is composed of one representative from each of the above Agencies and Organizations. The County Agent serves as Secretary of the Board.

Richmond County adopted the Neighborhood Leader System a number of years ago with the County being divided into five agricultural communities and 38 neighborhoods. This system, we have found, does a better job of putting a program across than any other ever used.

The Board meets three times yearly - the first is a planning meeting at which a preliminary program of work for the coming year is drafted. The second meeting is held after the chairman of each community has discussed the proposed program of work with their neighborhood leaders and are ready to make a final decision on the program of work. The third meeting is a Dinner meeting of all agricultural workers, including the neighborhood leaders, the 100 Bu. Corn Club, the 4-H Club and other contest winners. At this meeting short progress reports of last year's work are given by the chairman of the County Board of Agriculture, the County Home Demonstration Committee, and the 4-H Club. The Agents give their major projects for the year and explain how the leaders can help to put them over in the County.

The District Agents and usually the Director or Assistant Director of Extension meet with us. The meeting is sponsored by the Northern Neck State Bank.

TYPE OF AGRICULTURE

Richmond County helps to comprise the great Northern Neck of Virginia. It is bordered on the North and Northwest by Westmoreland County, on the East by Northumberland County, on the South and Southwest by the Rappahannock River, and on the Southeast by Lancaster County.

It has 204 square miles of area, 675 farms containing 122,880 acres of land, of which 23,153 acres is cropland, 4,067 acres is pasture and 95,660 acres is woodland and marsh or wasteland. It is a flat county with many streams. The principal soil types are sassafras, Kempeville, and elkton.

The area is well suited for general farming, livestock and vegetable growing. Corn, soybeans, small grains, hay and tomatoes for canning and "green wraps", are the principal crops.

In the last few years there has been an increase in Dairying and Beef cattle production. In this county very few farmers will ever get rich; but nobody will starve to death - for when they cannot get what they need from the farm, they catch crabs, tong oysters, fish commercially, and cut pulpwood.

Farm labor is practically un-obtainable in this county. Nearly all farms are self-operated and farm machinery ownership has doubled since World War II.

MAJOR PROJECTS

A. Agency

1. Corn

Goal: To increase the average yield per acre to 60 bushels by 1956.

This is an old project started back in 1948 and progress is being made toward reaching it. However, due to the extreme hot weather at pollinating time, and the continuous dry weather during the growing season, the corn yields were severely affected again this year. Our yields ranged from practically zero to 50 bushels per acre. We may average a 25% crop for the County.

We had a good enrollment of farmers in the 100 Bu. Corn Contest, but due to the weather, no final check was made.

We believe that our farmers are on the right road to larger yields, because they are using recommended hybrids, are fertilizing heavily, and are turning under cover crops. Weed control is also being given much attention. Several farmers used 2-4-D with excellent results.

Most farmers who grow large acreages of corn, planted two or more hybrids of different maturity dates and thus helped to prevent a total crop failure due to the extreme hot dry weather.

The Agent made two radio talks on corn production, mailed several hundred corn production leaflets and one circular letter on how to produce 100 bushels or more corn per acre. The 100 Bu. Corn Club Committee Chairman made one radio talk on the 100 Bu. Corn Club Contest.

2. Small Grain

A. Wheat

- Goals - 1. To increase yields
- 2. To improve the quality of the grain produced.

Methods: By seeding outstanding varieties, proper fertilization, good clean seed, by controlling obnoxious weeds and by doing a good harvesting job.

The production of wheat is one of our major crops, being exceeded in acreage only by corn and soybeans. Therefore, we have given considerable time and thought to this crop. From a profit angle the crop is not of great importance but it does fit into our

rotation very nicely, and has proved to be a better small grain crop than oats or barley.

Most of our farmers are using 2-12-12 fertilizer at the rate of 400-500 lbs. in the fall and topdressing with nitrogen in the early spring. Our yields are fair - ranging from 20 to 35 bushels per acre.

We are still recommending Atlas and Thorne to most of our farmers. Around Haynesville where there is a good bit of light soil, some Hudel is being grown. However, this year Atlas out-yielded it.

Wild vetch and onion control is of great importance. Two farmers sprayed with 2,4-D this year and got good control. It is our aim to make this one of our major projects this coming year.

One field day was held at the local Experiment Station to view the small grain plots - approximately 50 farmers of this County attended.

EQ Data

1. To increase the yield and quality of oats
2. To increase the acreage of oats on poultry and dairy farms.

With the introduction of the higher yielding winter varieties, such as Arlington and Atlantic, and the spring variety, Andrews, the acreage of oats has increased. Our dairymen are producing all of their needs, and our poultry growers are also producing about enough to meet their demands.

Approximately 75% of the crop grown is of the Arlington variety, and some farmers are complaining about them being hard to combine, but, the Agent has found that when the crop is thoroughly ripe a good job of threshing can be done.

A top-dressing demonstration using nitrogen at the rate of 32 and 48 lbs. per acre was conducted on one of our dairy farms, a 33% increase in yields were obtained. This demonstration happened to be on a very talkative farmer's farm and it was widely publicized throughout the area in which he lives. The Agent has him earmarked for a radio program in late January or early February.

Due to the dry weather this fall many of our farmers will not get their fall oats seeded, therefore, we have advised our farmers by means of radio and personal contacts to prepare their land for seeding as soon as possible, but to wait until late January or early February to make their seedings.

2. Soybeans

- Goals -
1. To increase the yield of soybeans per acre
 2. To control weeds
 3. To urge farmers to seed wheat land in lespedeza instead of soybeans.

This is a relatively new cash crop, having grown to major importance during World War II. The leading varieties grown are Ogden and S-100. A few acres of Perry and Dorman were grown this year. The Perry variety seemed to yield very well but harvesting was difficult because of the green grass and weed problem. The Dorman yielded approximately the same as S-100.

Weed control is a terrific problem on some of our river farms, and the Agent and some of his farmers are convinced that a better job of weed control must be done, or these farms will be forced to discontinue growing soybeans. A long range program of weed control has been put into operation - weed catchers have been installed on combines to prevent the scattering of weed seed during threshing, and the control of weeds in corn fields are ways in which we hope to eliminate some of them. We are also planning to do some pre-emerge band treating of the planted rows this coming year.

A considerable acreage of soybeans is planted on wheat land after the wheat is harvested. This practice has proven profitable only in a few instances. The Agricultural Board and the Agent are trying to discourage this type of farming. We believe that it is much safer and more profitable to seed lespedeza for seed purposes. Several farmers who seeded part of their wheat land to lespedeza and part to soybeans this year on our recommendations, found that lespedeza paid better than 50% more profit than did soybeans.

3. Pastures

- Goals -
1. To try to get 25% of the open farm land seeded to permanent pastures and hays by 1960.
 2. To increase the animal carrying capacity of the present pastures.

Our goal to get 25% of the open land to pasture sod has received much publicity, and we believe our livestock owners have become pasture conscious. The Pasture Committee was very active throughout the year, in the spring they worked out a good pasture contest and were doing a good job of getting participants signed up. However, due to the extreme dry weather during the summer and fall, our pastures afforded very little grazing, and the contest was dropped. Our publicity program was then directed toward the preservation of the pasture sods. Repeated warnings over the radio, personal visits, etc., were to the effect that continuous grazing and trampling would destroy the sod. Recent rains have revitalized our pastures, and they seem to be in fair condition. There was practically no

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seeding done this fall due to the dry weather, and consequently pasture acreage was increased very little this year. However, there is considerable acreage to be seeded in 1954.

We have changed our top-dressing recommendation to a 5-10-10 and a 10-10-10 analysis. This past spring two fertilization demonstrations were conducted using 800 lbs. of each of the two analyses, in each case the higher nitrogen gave the best results in that it gave 7 days earlier grazing and lasted approximately 10 days longer, in addition to the extra volume of grass. We did not notice any difference in the grass-legume ratio.

When we reach our goal of 25% of the open land in pasture this will give us approximately 6000 acres in grass which we believe will be about the right ratio according to good land use. The 1950 Census gave us approximately 4000 acres in open pasture. This is by no means all improved pasture, but we believe that one-half can qualify with proper fertilization. We estimate that we have about 3500 acres of improved pastures now and with a diligent effort by everyone we will reach our goal.

4. Soil Saving & Improving Crops

Our goal to have less bare acres in the county during the winter months took a jolt due to the weather in August and September. Many fields of corn and soybeans were seeded in rye-grass and crimson clover with very poor stands resulting, some seedings were lost entirely. However, the Agent feels that the campaign conducted will pay good dividends in the years to come. Our slogan was "You can get Nitrogen for 5¢ per pound". Some farmers are now seeding wheat and rye as cover crops on their lespedeza sods and corn fields.

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B. Livestock

Goal: To conduct a "Better Sires" campaign in Beef and Dairy Cattle.

For the past several years one of our major objectives has been to replace the scrub bulls with good purebred bulls. A "Better Sires" Committee was appointed by the Agricultural Board, and they have worked diligently toward our goal. In the early spring a livestock survey was made to determine the owners of bulls and boars. This survey gave us information regarding the breed, age, quality, whether purebred or grade, and when the owner was planning to replace the sire. We have tried to contact all owners and to give suggestions as to possible sources of good sires, and have assisted in the selection of some. We believe that at the present price of calves, our program of improvement is about the best way to reach our goal.

We have been able to persuade three of our beef cattle producers and one dairymen to sell bulls that are siring poor quality calves. We have placed 12 purebred beef bulls and 4 purebred dairy bulls, and 9 purebred boars this year.

In early spring we joined with Westmoreland County in organizing a Dairy Artificial Breeding Association, known as the R & W Breeding Association. The directors, with the help of the Agricultural Board members conducted a sign-up campaign and found that there were sufficient farmers interested to make an association practical. Due to several problems, we have been slow in getting started, however, we have overcome them and have a young farmer who will start training on November 30th, and we hope to get started doing some breeding in January.

The Livestock Committee has done a very good job on this project. The Chairman has been on the radio twice giving very interesting talks on the value of good bulls to a herd.

Feeding cattle during this fall and for the coming winter has come in for much discussion. The Agent assisted several farmers in putting up temporary silo's, and in working out cheap rations for the cow herd this winter.

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C. Community Improvement Projects

We have two Community Improvement projects in the County, namely: Stonewall and Ethel-Farmers Fork. This work has created much comment throughout the county, and has done much to strengthen the Extension program in the two communities and the County.

The Agent and the officers of the Stonewall group assisted the negro agent in organizing the negro families of the Stonewall Community into a project group in March, and this group has made considerable progress in improving their church and homes. A combined report is being made of the white and colored groups of the community.

The Agents were also able to get the Virginia Electric & Power Co., the Tidewater Telephone Co., and the Northern Neck Electric Cooperative to sponsor an Area Contest of the four counties of the Northern Neck. Prizes of \$100.00, \$75.00, \$50.00, and \$25.00 respectively, are being offered to the winning Community of each county. Rules and Regulations of the contest have been formulated by the sponsoring groups.

The Agent has assisted both groups in working up the programs for their meetings and in securing speakers for same.

D. Older Youth Work

In 1952 a Young Adult Club was organized - it is known as the Richmond County Young Adult Club. This club holds regular monthly meetings and their programs are of a general educational nature, such as landscaping the home grounds, providing closet space in the home, good arrangement of furniture, County and State Government, etc. In addition to their regular monthly meetings, other meetings were held for the purpose of teaching special projects such as crafts. Refreshments are served at most meetings.

Some of their activities have been: serving lunch at the Tidewater Quernsey Sale and operating an ice cream booth at the Northern Neck Fair. Approximately \$110.00 was netted from the two activities. For recreation a mid-summer picnic was held, and a Xmas party has been planned for early December.

We feel that the club embraces a most important group of people, and that it is an excellent means of reaching them. We hope to enlarge the membership in the coming years.

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4-H CLUB WORK

1. Organization

There are six organized 4-H clubs in the County whose officers are elected at organizational meetings each year. The officers of each 4-H club comprise the County 4-H Council, which is the overall governing body for 4-H club activities in the county.

Gradually the increase of 4-H All-Star members in the County is providing Junior Leader material for the younger club members. Older members of the Senior 4-H Clubs have been active as record checkers and project supervisors wherever they were needed. This assistance by the older club members has produced better club work and more efficiency in the projects carried by the younger club members.

The Farm and Home Agents supervised all of the 4-H Club work. The Home Agent supervised all of the project work taken by the girls such as homemaking, farm and home electric, and rural arts projects. Agriculture and related projects were planned and supervised by the County Agent and Assistant Agent.

There is in Richmond County an active Adult 4-H Advisory Committee, which has a leader designated for each project group. These leaders meet at least once each month to discuss new programs and check the progress of the individual projects. These leaders provide the adult interest and enthusiasm necessary for active 4-H Club work.

2. Goals

The goals for the 4-H clubs were set up by the County Council with the advice and approval of the 4-H Adult Advisory Committee and the County Agricultural Agents.

These goals are:

1. Observe 4-H Club Week
2. Observe Rural Life Sunday
3. Have a County-wide Rally Day in May
4. 100% completion of Record Books
5. Have leaders work closely with parents of 4-H club members.
6. Encourage members to attend District Camp
7. See that each member has at least one exhibit at the Northern Neck Fair - be responsible for the exhibits arriving at the Fair.
8. Have a County 4-H Exhibit at the Fair
9. Have a 100% enrollment of 4-H Club members in the 4-H Health Program.
10. Get parents support on projects carried by 4-H Club members
11. Keep the people of the county informed on 4-H activities through newspaper articles, radio talks, and circular letters.
12. Have leaders take part in the 4-H program by attending meetings and assisting when needed.

13. Invite 4-H Council officers to meet with the Adult Committee twice during the year.
14. Adult leaders train Junior leaders to assist with project work, demonstrations in the homes.
15. Pay expenses of one 4-H Adult leader to State Short Course.

3. Methods

In order to accomplish these goals the following methods were used:

- a. In order to more fully acquaint individual 4-H club members and their parents with 4-H club organization, farm and home visits were made and the individual members project integrated into the family enterprises. These farm and home visits helped and encouraged 4-H club members with their project work.

Correspondence in the form of letters, bulletins and notices were sent to members and their parents to supplement the information about dairy, swine, and crop projects, given by the Agents during home visits.

- b. Farm and Home Agents act as advisors to each 4-H club in the county. At the monthly meeting only general themes were used due to the varied interests and projects of the club members. The theme for this year was Health, with local leaders conducting the talks and discussions. We were very fortunate in that two of our local leaders are trained nurses. Program committees attempted to include all the members in their program plan in order to encourage club spirit.
- c. The County Council met twice during the year to establish goals and to evaluate the progress of the individual 4-H clubs in completing these goals. The Adult 4-H Committee and the Agents work very closely with the County Council.
- d. The 4-H Adult Advisory Committee met every 4th Friday throughout the year. At these meetings projects were checked and leaders were trained for different projects. The leaders which make up the 4-H Adult Advisory Committee gave individual assistance to club members, visit their homes, send out notices for meetings, and assist with the overall county 4-H program.

4. Results

A. Project Work

A total of 445 projects were carried by 240 4-H club members. The projects taken included :

<u>Livestock</u>	<u>Members</u>	<u>Crops</u>	<u>Members</u>
Market Beef	2	Corn	17
Dairy Heifer	30	Small Grain	5
Dairy Production	2	Soybeans	6

<u>Livestock</u>	<u>Members</u>	<u>Crops</u>	<u>Members</u>
Swine	36	Truck Crops	4
Sheep	1	Garden	5
Poultry	18	Conservation of Soil and Water	1
Rabbits	6	Forestry	39
<u>Other Projects</u>			
Insect Identification	1		
Fair & Home Electric	38		
Safety	32		
Home Grounds Beautification	- 7		

The major emphasis in the livestock projects is being placed on the Dairy Calf Club which is sponsored by the Northern Neck State Bank of Warsaw, and the Sears Roebuck Pig Chain, which is sponsored by the Sears-Roebuck Foundation.

4-H Club members who decide to take a Dairy project can make application to the County Agent's office for a purebred or grade Dairy heifer calf. If the member is found to be worthy and has the necessary requirements, they are given a calf under the terms of a written agreement that they will replace this calf with a calf of similar or better quality. Thus 4-H Club members in Richmond County have a continuous supply of dairy calves for project work. Without the original loan from the Northern Neck State Bank and generous gifts from dairymen in the county, this Dairy Calf Chain would not be possible.

The Sears-Roebuck foundation provides 5 registered gilt pigs and 1 registered boar pig to selected 4-H Club members each year. These selected members agree to give one gilt pig from the first litter - this gilt is registered and placed with another club member, thus creating a pig chain in the county. This pig project is rotated among the six 4-H clubs in order that every community will be encouraged to raise better quality hogs. The Sears-Roebuck Foundation in addition to the gift of a registered pig, rewards the club member who does the most efficient job of feeding and caring for their pig. First prize is \$60.00, 2nd - \$15.00, 3rd - \$10.00, 4th and 5th - \$5.00 each. It is stipulated however, that this prize money be used to further advance the winners 4-H Club project work.

Individuals not included in the Dairy or Pig Chain, are encouraged to buy registered livestock and to use recommended feeding schedules and rations.

Northern Neck Fair

Each year the 4-H club members of this county slick up their animals and other exhibits and head for the Fair. This year the club members won top honors with their Dairy cattle, not only in the 4-H Club Section but in the open classes as well. They also won top honors with their Swine and County 4-H exhibit. The work was hard but the rewards were good.

Poultry

4-H Club members taking poultry projects have found that these projects not only supplement the farm income but also teach them the best methods of raising poultry for market or home consumption. One of the club members won one of the highest scores for poultry judging at a inter-county Poultry Contest held at Montross, Va.

Crops

Members taking one of the crops projects have adopted the use of certified seed, hybrid seed corn, seed cleaning and treating methods, use of weed killers, proper liming and fertilization practices and the use of cover crops. These crop projects have acted as an educational tool for the County Extension Staff.

Garden

Vegetables the year around is the goal of our garden project members. In this project seeds of fruits and vegetables adopted to this region are used with emphasis on maximum yields with a minimum of expense. This is accomplished by intensive use of a small area. Use of fertilizers, mulches, cover crops and insecticides are encouraged.

Rural Electrification

This project is growing in size and interest each year. Under the leadership of Mr. Dick Gouldin, project members are receiving training that will enable them to use and appreciate electricity more fully. The 4-H Electric Congress, sponsored by power suppliers in Virginia and held annually at Richmond, Va., was attended by two of our Senior 4-H Club members and the Assistant County Agent.

Forestry

Members enrolled in one of the forestry projects are primarily interested in learning something about the lumber industry, because this industry is one of the major sources of income to the farm people in this county. We have several outstanding club members in this project who are rapidly expanding the size of their original project.

Safety

The Safety project appeals to most of the club members who carry it in addition to their other main projects. This project has been very useful in educating the people of hazards found in every home.

OTHER ACTIVITIES

A. State Short Course

Six 4-H Club members and one Adult leader attended the State Short Course at Blacksburg, Va. Lectures, discussions and other subject matter which the members were interested in, was presented during the week. Talent shows, square dances and other entertainment was provided by the club members attending this meeting. One of our club members was elected to the 4-H honor club of All-Stars.

B. 4-H Camp

Jamestown 4-H Camp was attended by 30 boys and girls in June 1953. This camp attendance has increased for the past three years and is due primarily to the support and interest of the 4-H Adult Advisory Committee. Two Junior leaders and the Assistant Agent attended a week-end camp in order to facilitate the opening of the camp for the season. The County Agent was Camp Director for the group and the Assistant Agent and Home Agent taught classes and crafts.

C. Northern Neck Fair

This local Fair, held at Warsaw, Va., each year, is looked forward to by 4-H club members throughout the Northern Neck area. This year the Richmond County 4-H club members won top honors in the Dairy and Swine exhibits with the Best of Breed and Best in Class trophy going to a Sears-Roebuck Pig Project member. The 4-H Club exhibit won a Blue Ribbon and \$20.00. This exhibit was planned and put up by two Junior leaders. Several club members exhibited products of their projects in spite of the unfavorable weather and growing season this year.

D. National 4-H Club Week

The attention of the public was attracted by signs, posters, window displays, newspaper articles, radio broadcasts, and special programs. An educational exhibit was placed in a centrally located store window of Warsaw, the county seat. 4-H club members talked to prospective members about the advantages of 4-H Club work.

E. Rural Life Sunday

Ministers of all denominations in this county were given literature or contacted by 4-H club members or leaders. Wherever possible club members attended church as a group and participated in the program.

F. Recreational Training

Due to the recreational training received by leaders and members in past years, we have had very interesting programs and recreational meetings this year. One club was awarded the Blue Award Rating in Recreation.

G. Rally and Achievement Day

These two days are very important to us and prove to be essential for good club work.

Outstanding project work, exhibits, demonstrations and talks are the highlights of our Rally Day. Achievement Day is generally observed in connection with the Annual Agricultural Board Dinner which is sponsored by the Northern Neck State Bank. At this meeting county winners are awarded medals and club members honored for outstanding work. Outstanding farmers and agricultural workers are also honored at this meeting.

H. Fund Raising

4-H club members and leaders serve food and drinks to those attending the Northern Neck Field Trials, which are held in the Spring and Fall each year. The money derived from this source has been used to fulfill our pledge to the Jamestown 4-H Camp Fund. Richmond County pledged \$1000.00.

MINOR PROJECTS

Forest Management

This county is approximately 70% woodland, most of which has been badly managed in past years. Starting with the "Seed Tree Law" of several years ago, we have made considerable progress in woodland management and the prevention of forest fires. It has been several years since we had a forest fire in this county.

Due to the educational programs by the Agent, the Extension Forester and the State Forest Service, our woodland owners are looking upon their timber as a crop and they are harvesting it as such. Approximately 90% of the timber now sold is under the direction of one of the Services. The Agent has sponsored eight radio talks on Forestry this year, and has secured forestry programs for both the civic clubs and the Young Farmers club of the county.

Tomatoes

This sole cash vegetable crop has come in for much discussion and thought. Except for the "green wrap" market the acreage grown would be very small, as the net returns per acre for canning stock is low. This situation cannot be blamed entirely on the canners, because canned tomatoes are not now in demand as they were a few years ago. We are of the opinion that the availability of fresh tomatoes the year round is partly the reason for this.

The Agent is working with the canners and growers in trying to improve the whole situation. Some of the accomplishments are: split planting and different varieties to avoid gluts during the ripening season, better cultural methods and fertilization practices, and better picking by the growers.

This is one crop that needs much experimental work. We need to know how to fertilize and to plant for maximum production and quality.

Home Gardens

We are making every effort we can to get every family to produce their year round vegetable needs. We know we have made some progress on this objective, but we are not pleased with the number of fall gardens that are being raised. Of course, all gardens were severely hurt by the drought again this year.

The Home Agent cooperates splendidly on the garden project by having it as one of the objectives in her Home Demonstration work. We try to keep the family garden conscious through radio talks, circular letters, garden leaflets, and short oral reminders at all meetings.

Poultry

Our goal for several years has been for all farm women to have a good flock of laying hens, properly cared for, and to reduce the mortality rate of poultry on farms.

The returns from the farm flock play an important part in the family's standard of living. On the flock depends how well a great number of our farm women and children dress, and whether or not they take an active part in activities outside of the family life. We are afraid that this will become true for a greater number of them in the very near future, as we have had two very poor crop years in the county due to dry weather.

Most of the farm flocks are of one of the general purpose breeds or crosses. The disease problem of baby chicks is of minor importance compared to a few years ago, since better chicks are available, and they have learned to buy them. Neither is poor brooding the problem it once was since most chicks are now raised with electric or automatic oil brooders. However, overcrowding of the growing pullets is still being done by a great many, and this usually results in a sizable number of underdeveloped birds.

A very good vaccination program is being carried out by the flock owners. The Agent is seldom called on to vaccinate for chicken pox. However, there was an outbreak of Newcastle this fall and he was kept busy for a week or two assisting and advising in the control of the disease.

The disease problem of our laying flocks seems to be growing worse. We have been confronted with several diseases the past year that has played havoc with some of our flocks. In view of this fact the poultrymen of this area have asked the State Department of Agriculture to establish a small diagnostic laboratory in this area to help them with this problem.

EVALUATION OF THE EXTENSION PROGRAM

To evaluate one's own work is a most difficult thing to do, and I shall not attempt to do so. However, I would like to state that the three of us working here in the County, have enjoyed the splendid cooperation of everyone connected with the Extension Program. Our leaders, the businessmen, the other professional workers, and all others whom we have asked to help us in our endeavors have been willing to help whenever and wherever they could.

We believe that Extension work is looked upon most favorably by our people, the large number of requests and the problems that the farmer and his family continue to bring to us, indicate that they are appreciative of the Extension Program.

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 Richmond State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>R. A. Farmer</u>	<u>County Agent</u>	<u>Dec. 1, 1952</u>	<u>Dec. 1, 1953</u>
<u>Harold B. Little</u>	<u>Asst. County Agent</u>	<u>Feb. 16, 1953</u>	<u>Dec. 1, 1953</u>
<u>Georgia S. Rucker</u>	<u>Home Econ. Agent</u>	<u>Dec. 1, 1952</u>	<u>Dec. 1, 1953</u>



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 of 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 "spur-of-the-moment."

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 (20 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.

READ SUGGESTIONS ON PAGE 11

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	<i>1 Time in Richmond Co.</i> B	C	D
1. Farm or home visits.....Number	418	77	398	893
2. Office calls.....do.....	325	18	1639	1982
3. Telephone calls.....do.....	720	21	1893	2633
4. News articles or stories prepared.....Number	7	5	5	17
5. Broadcasts made or prepared:				
a. Radio.....do.....	10	8	22	40
b. Television.....do.....	1809	95	1700	3544
6. Bulletins distributed.....do.....				
7. Adult result demonstrations conducted.....Number	4	-	4	8
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number	12		50	170
(2).....Attendance	213		46	259
b. YMW work:				
(1).....Number	5		1	6
(2).....Attendance	82		15	103
c. 4-H Club work:				
(1).....Number	9	6	72	20
(2).....Attendance	97	30	142	270
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number	144		48	192
(2).....Attendance	2579		739	3316
b. YMW work:				
(1).....Number	19	1	5	21
(2).....Attendance	333	14	75	356
c. 4-H Club work:				
(1).....Number	55	24	35	90
(2).....Attendance	1887	1095	1190	3077
10. Meetings held or concluded by local leaders:				
a. Adult work:				
(1).....Number	36		10	46
(2).....Attendance	534		251	785
b. YMW work:				
(1).....Number	6		8	12
(2).....Attendance	65		121	156
c. 4-H Club work:				
(1).....Number	37		13	42
(2).....Attendance	584		352	800

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.....

County Board of Supervisors

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		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general.....	1	21	2	33
b. Agricultural.....	3	21	7	14
c. Home demonstration.....	1	41	2	78
d. Young men and women.....	1	8	1	8
e. 4-H Club.....	1	18	10	156

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

Item	A		B	
	Number	Attendance	Number	Attendance
a. Community or local meetings.....	7	45		
b. County meetings.....	1	115*		

14. Number of fact-finding surveys for program-planning purposes made during the year..... 3

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

Item	Men		Women		Older club	
	A	B	C	D	Eyes	Girls
a. In adult agricultural work.....	31	17	XXXX	XXXX		
b. In adult home demonstration work.....		67	XXXX	XXXX		
c. In young men and women's work.....	4	6	XXXX	XXXX		
d. In 4-H Club work.....	7	17	7	17		
e. Total number of DIFFERENT leaders.....	42	79	7	17		

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 90

17. Number of members in such clubs or groups..... 256

* Planning + Recognition Dinner Meeting

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate

will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work.

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

Days devoted in 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 "t".

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

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

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

Handwritten notes:
 18
 19
 20
 21
 21a
 21b
 21c
 21d
 21e
 21f
 21g
 21h
 21i
 21j
 21k
 21l
 21m
 21n
 21o
 21p
 21q
 21r
 21s
 21t

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	5	12	29
19. Total days worked.....	288½	108	275	671½
20. Days devoted to--				
a. Adult work.....	163	40	249	444
b. YMW work.....	39		4	43
c. 4-H Club work.....	86½	68	30	184½
21. Days devoted to--				
a. Extension organization and program planning.....	83½	59	30	170½
b. In-service training agents.....	10	6	6	22
c. Crops.....	2	10	54	66
d. Livestock.....	2	19	110	131
e. Marketing; distribution; and service organizations.....	2	2	106	110
f. Soil and water conservation and management.....	-	4	6	10
g. Forestry.....	2	3	47	52
h. Wildlife.....	-	3	3	6
i. Planning and management of the farm business.....	-	-	162	162
j. Farm buildings and farm me- chanical equipment.....		-	2	2
k. House and surroundings, furnish- ings and equipment.....	67½	10	1	69½
l. Home management.....	20		1	25
m. Family economics.....	2			2
n. Clothing.....	20½			20½
o. Foods and nutrition.....	25			25
p. Health.....	11			11
q. Family life, child development, parent education.....	6	1		7
r. Safety.....	5			5
s. Community development and public affairs.....	16	1	20	37
t. Days that cannot be charged specifically to one of items a through s.....	10	1	122	133

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), sugarbeets, 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.

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.

E. 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, 43 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 grazing, 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 involving arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting	8	8	7		9	
28. Total number of persons contacted individually or through meetings	1518	2258	516	9	1535	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	300	475	50	3	375	
30. Estimated number of farmers and other individuals reported in item 29 assisted with—	300	475	50	3	375	
a. Any phase of production and management						
Specific production and management practices incident to—						
b. Selection and breeding	300		50		92	
c. Feeding	300	475	50	3	375	
d. Controlling external parasites	300	475	50	3	375	
e. Controlling diseases and internal parasites	300	475	50	3	375	
f. Efficient work methods	75	475	28	3	375	
31. Estimated number of farmers and other individuals reported in item 29 assisted with—	300	475			375	
a. Any phase of marketing	9	52	80		29	
Specific marketing practices incident to—						
b. Preparation for market	9	475	7			
c. Commodity outlook and market information	300	475	50		375	
d. Arranging to sell and selling	27		7		10	

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 ginner 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 merchandising 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 give assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives given educational assistance with—					
	Cooperatives	Members	Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
	A	B	C	D	E	F
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	1	300				1
b. Farm and home service.....	2	500	1	1	1	2

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

Type of activity	Groups	Members
	Number	Number
a. Marketing and purchasing.....	1	3
b. Farm and home service.....		

34. SURVEYS made during the year on specific problems of—

a. Marketing.....	
b. Service facilities.....	1

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.....	6
b. Hay and other forage crops.....	
c. Cotton: (1) Cotton ginners.....	
(2) Other.....	
d. Tobacco.....	
e. Oil crops (soybeans, flax, peanuts, etc.).....	4
f. Sugar crops.....	
g. Dairy and dairy products.....	1
h. Poultry and poultry products.....	
i. Meat animals and meat products.....	2
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	

37. Food retailers assisted with merchandising problems.....

38. Persons assisted with CONSUMER information on agricultural products..... estimated total 3000

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.....	42	42	42
40. Total number of personal contacts made individually or through meetings.....	3265	1800	600
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	400	400	50
			Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—			333
a. Proper land use.....			4
b. Contour and strip cropping.....			
c. Terracing.....			
d. Grassing waterways.....			13
e. Water supply, storage, and distribution.....			19
f. Drainage.....			1
g. Irrigation.....			143
h. Use of soil amendments (lime, sulfur, manure, trace elements, etc.).....			325
i. Use of fertilizers (commercial and barnyard).....			215
j. Production of soil-improvement crops.....			200
k. Crop rotations.....			5
l. Land clearing.....			
43. Farmers and other individuals reported in item 41-B assisted with—			10
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			5
b. Timber stand improvement (thinning, weeding, and pruning forest and woodland trees).....			30
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			30
d. Estimating and appraising.....			
e. Production of maple-syrup products or naval stores.....			
f. Treating wood products with preservatives (fence posts and building timbers).....			1
g. Marketing of forest products (includes markets and timber-selling practices).....			10
h. Fire prevention.....			400
44. Farmers and other individuals reported in item 41-C assisted with—			2
a. Construction or management of ponds for fish.....			
b. Making food and cover plantings for wildlife.....			10
c. Protection of wildlife areas from fire or livestock.....			50

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 on the different persons helped in various lines. The same persons 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—
- All persons to whom information on the "outlook" ahead is 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.
 - 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.
 - Special work done in helping farmers to make an overall plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48e refers to long-time adjustment; 48f should include adjustments made from year to year.
 - Special work in helping farmers to develop new sources of income.
 - 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.
 - Help given persons in locating and/or appraising a farm for rental or purchase.
 - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - Leases, partnerships, property transfers, and farm and liability insurance. (See Item 66d.)
 - 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 | 180 |
| 46. Total number of persons contacted individually or through meetings | 650 |
| 47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices | 600475 |
| 48. Estimated number of farmers and other individuals reported in item 47 assisted with— | |
| a. Information on the agricultural outlook | 650 |
| b. Keeping and analyzing farm records | 36 |
| c. Developing an overall farm plan | 31 |
| d. Making needed adjustments in farm organization | 69 |
| e. Developing supplemental sources of income | 33 |
| f. Obtaining and using credit | 2 |
| g. Locating a farm for rental or purchase | 1 |
| h. Obtaining, training, and using farm labor | 5 |
| i. Legal aspects of the farm business | 7 |
| j. Income-tax accounting and related problems | |
| 49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers | |
| 50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers | 1 |

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

54. The farmhouse should NOT be included. It should be reported under item 60.

a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.

b. and c. Also include planning and decisions relating to efficient lay-out within a farm building.

d. Also include equipment that may be constructed as part of the building.

55. Item—

a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.

b. Refers to labor-saving devices and equipment developed or built by the farmer.

56. Item should include the use of electricity in the farm business such as electric brooder 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		1		2
52. Total number of persons contacted individually or through meetings	250		350	
53. Estimated total number of DIFFERENT farmers, homesteaders, and other individuals assisted directly or indirectly to adopt recommended practices	29		150	
54. Farmers and other individuals reported in item 53-A, assisted with—			Estimated number	
a. Arrangement of farm-building lay-out				2
b. Construction of farm buildings				9
c. Remodeling or repairing farm buildings				16
d. Selection or construction of farm-building equipment				2
55. Farmers and other individuals reported in item 53-B, assisted with—				
a. Selection of farm mechanical equipment				11
b. Developing labor-saving devices and equipment				9
c. Use, care, and repair of farm mechanical equipment				150
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes				50

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.

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

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

61. Items should include—

a. Electrical equipment in the home. Work done with sewing equipment should be reported under item 673.

d. Refinishing furniture, upholstering, chair staining, 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	House and surroundings	Furnishings and equipment
	A	B
57. Number of voluntary local leaders assisting	25	42
58. Total number of persons contacted individually or through meetings	580	1002
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices	393	828

	Estimated number
60. Families, homemakers, and other individuals reported in item 59-A assisted with--	
a. Building new house	10
b. Remodeling or repairing the house	175
c. Improving kitchen or laundry	69
d. Improving storage space	89
e. Selection, installation, use, and care of water and/or sewage systems	17
f. Selection, installation, use, and care of heating and/or cooling systems	
g. Planning electrical systems	2
h. Landscaping home grounds	31
61. Homemakers and other individuals reported in item 59-B assisted with--	
a. Selection, use, and care of home equipment (other than sewing equipment)	105
b. Selection, use, and construction of home furnishings	252
c. Repair, reconditioning, and care of home furnishings	169
d. Furniture arrangement and use of accessories	168
e. Color schemes and wall finishes	129
f. Floor finishes	5

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

Assistance includes work done—

- b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
- c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in item 67b.)

66. Includes work done—

- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and vermin, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
- c. On both new and remodeled clothing.
- e. On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders.....	96	2	13
63. Total number of persons contacted individually or through meetings.....	454	132	634
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	285	54	613
65. Homemakers and other individuals reported in item 64-A assisted—			Estimated number
a. In arriving at management decisions.....			75
b. In improving housekeeping methods.....			128
c. With family laundering.....			32
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			10
b. With family financial planning.....			15
c. With keeping and analyzing home records.....			23
d. With family legal matters.....			6
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			29
b. With care and mending of clothing.....			85
c. With clothing construction.....			187
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			201
e. With good grooming and posture (personal appearance).....			111

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. Consider factors outlined for item 59.

71. Assistance includes—

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.
- b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.
- c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.
- d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.
- e. Child feeding, maternal diet, food for convalesced,

weight control, diets for special needs, as well as general instruction for good health.

72. Assistance includes—

- a. Work relating to garbage disposal, screening facilities, 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—

- e. Willingness to work as a family member toward a family goal—family councils.
- d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition, Health, Family life, and Safety			
	A	B	C	D
68. Number of voluntary local leaders assisting.....	38	4	10	3
69. Total number of persons contacted individually or through meetings.....	656	256	146	182
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	361	189	206	182
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				52
b. In selecting food.....				25
c. With meal planning and food preparation.....				131
d. With preservation and storage of food.....				129
e. In improving diets.....				24
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				89
b. First aid and home nursing.....				52
c. Dental-health education.....				16
d. Health education leading to physical examination by a physician.....				32
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				6
b. Providing recommended play, clothing, and equipment suited to needs of children.....				
c. Understanding roles of family members and strengthening family relationships.....				25
d. Individual adjustments and personality development.....				5
e. Home and family recreation.....				55
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				41
b. Accident prevention around the farm and home.....				60
c. Accident prevention away from home place.....				11

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, the area covered, number of groups assisted, and the like.

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

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

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

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

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

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

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

77. Item includes—
a. Studies and surveys.

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

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	Number	Number	Number	Number
75. Citizenship activities.	12	4	28	580
76. Developing and improving county or community organization.	12	5	28	709
77. Local projects of a general public nature:				
a. General community problems, studies, surveys, etc.		5	28	1283
b. Improving health facilities, services, and programs.	2	5	2	250
c. Improving schools.	1	2	8	121
d. Improving churches.	1	2	8	121
e. Bettering town-country relations.				
f. Libraries.				
g. Roads.				
h. Telephones.				
i. Community centers.				
j. Recreation programs and facilities.	1	4	10	182
k. Community beautification.	1	4	10	134
78. Regional or area development programs or projects.				
79. National programs and proposals affecting agriculture and rural life.				
80. World affairs.				
81. Emergency activities.	1	1	8	60

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—

88. 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 seed 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.
114. 4-H personal accounts as well as time and energy management and other home management problems.

4-H CLUB MEMBERSHIP—*Interpretation*

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

124. 4-H Club members—

- a. Enrolled are those boys and girls who actually start the work outlined for the year.
- b. Completing are those boys and girls who satisfactorily finish the work outlined for the year.

125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.

- a. Bureau of the Census definition of a farm as used in the 1950 Census is:

In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1948. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.

b. Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.

c. Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.

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

128. Report only club members who received DEFINITE training in projects included in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.

- e. Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.

4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS		6
124. Different 4-H Club members—	Boys	Girls
a. Enrolled	134	116
b. Completing	89	104
125. 4-H Club members from—		
a. Farm homes	120	82
b. Rural nonfarm homes	14	16
c. Urban homes		18
126. 4-H Club members enrolled by years in club work:		
a. 1st year	54	20
b. 2nd year	30	29
c. 3rd year	20	28
d. 4th year	13	14
e. 5th year	10	18
f. 6th year and over	7	7
127. 4-H Club members enrolled by ages:		
a. 10 years and under	32	25
b. 11 years	17	19
c. 12 years	28	26
d. 13 years	17	16
e. 14 years	16	16
f. 15 years	10	10
g. 16 years	12	5
h. 17-20 years, inclusive	2	4
128. 4-H Club members who received definite training in—		Boys and Girls
a. Judging		124
b. Giving demonstrations		21
c. Group recreation leadership		5278
d. Music appreciation		
e. Money management (thrift)		3
f. Farm and home safety		
g. Citizenship		
h. Personality improvement		10
i. Soil and water conservation		
j. Forestry		1
k. Health, nursing, first aid		134 116 200
129. 4-H Club members having health examination because of participation in the extension program		42
130. Number of members participating in a 4-H Club camp		30
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs		6

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 stock.
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 71.
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 feed insects.....	21
137. FAMILIES assisted with control of household insects.....	30
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	43
139. FARMERS and other individuals assisted with control of noxious weeds.....	390
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	1
142. FAMILIES assisted with practices incident to production of arched 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, where 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 in a 4-H dairy-calf club, the assistance would be reported as given to one farm family.

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	Estimated number	Estimated number	Estimated number
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	475	25	30
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economic) practices this year.....	345	69	42
145. Total DIFFERENT families assisted by extension program (Items 143 and 144, less duplication).....	650	75	45
	500		

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the extension agent holds several meetings in the county where he and PMA committeemen explain the agricultural program to farmers. These 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 A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
FEDERAL AGENCIES				
146. Agricultural Mobilization Committee				
147. Bureau of Land Management, Bureau of Reclamation				
148. Farm Credit Administration				
149. Farmers Home Administration			1	3
150. Fish and Wildlife Service				
151. Forest Service			1	2
152. Bureau of Indian Affairs				
153. Production and Marketing Administration			6	9
154. Rural Electrification Administration	10		2	6
155. Selective Service System				
156. Soil Conservation Service				
157. Valley authority (TVA, etc.)				
158. Other (specify)				
STATE AGENCIES				
159. Health department	3			
160. Highway department				
161. State departments of agriculture and forestry				
162. State department of education: General schools	6			
163. State employment service	1		1	2
164. Welfare department	3			
165. Other (specify)				
COUNTY AGENCIES				
166. Soil conservation district			6	10
167. Vocational-agriculture and home economics departments				
168. Other (specify) <i>Local Authority</i>			1	2
169. Other (specify)				

YOUR ANNUAL REPORT

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

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

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

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained at 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 by 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 included 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, circulars, 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 offices may need to obtain additional statistical information on programs and activities peculiar to their States.