

ANNUAL NARRATIVE REPORT

December 1, 1951 to November 30, 1952

Richmond County

Warsaw, Virginia

L. N. Wynn, Local Farm Agent

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County Organizations

Richmond County is divided into five communities with thirty-eight neighborhoods. Each neighborhood has a man and a woman leader. There are a total of seventy-six neighborhood leaders. We also have a steering committee of ten men and women from various communities in the county. We have an advisory board which is composed of a man and a woman from each community.

The purpose of these organizations is to plan the program of activities of the farmers in the community and county and to set up the methods by which these plans are to be carried out.

The 4-H club council has for its purpose that of making county wide planning for the 4-H clubs of the county. There are forty members making up the 4-H council which meets twice during the year. They sponsor such programs as Rural Life Sunday, National 4-H Club Week, representing in the State Short Course, and Wild Life Conference. The adult organization sponsors such activities as the One Hundred Bushel Contest, and attending the State Farmers Conference.

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Type of Agriculture

The types of Agriculture in Richmond County is general, with corn, different types of hay, pastures, small grains, beans, and tomatoes. The green beans are sold to trucks coming from Florida: some are taken to Baltimore market, or to the Washington market. Some straw colors are taken to Baltimore and Washington market. The ripe tomatoes are sold to the canneries in the county.

Soybeans are being grown for the market in larger quantities than before. Some farmers seeded from thirty to seventy acres. Some beef cattle, hogs, chickens, eggs and cream are sold in medium quantities.

AGRICULTURE

Corn

Our goals this year were as follows; To increase the yield and quality of corn grown in the county. We set out to do this by getting more farmers to plant good adapted hybrid corn. We has ten in the One Hundred Bushel Club. However, due to the drought, we did not measure the members plots. According to information received the crops were cut about half.

Small Grains:

Our goals were to increase the yield and quantity of small grains. To do this we got as many farmers as possible to seed outstanding varieties of small grains, gave them the supervision needed, urged them to clean and treat their seed before planting, and to use only certified seed. As a result of this we had a very good yield this year.

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Hay Crops

Our goal is to increase the acreage of hays in the county, and to improve the yielding ability of the present acreage. To improve the yielding ability of the present acreage we are stressing the importance of red clover in our rotation as a soil improver and as a seed crop. We are also urging that more of our poor lands be seeded in Lespedeza.

Pastures

To get more pastures that are good and permanent through out the county has been the aim this year and in the long time program we hope to increase the animal carring capacity of the permanent pastures. To do this we are stressing the need for better pastures, helping the farmers in selecting the adapted grasses for their pastures, assisting in working out an adequate lime and fertilizer program. As a result we have four farmers that are improving their pasture program.

Tomatoes

To produce more and better quality of fruit per acre economically is our aim this year. To do this we are using the assistance of specialist of the Extension Service to conduct meetings on cultural practices, prevention and control of disease and insect, proper fertilization and plant growing. To continue to stress the importance of certified plants, the importance of proper picking.

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Soil Conservation Services

To get more farmers to take full advantage of the program has also been the goal this year. To get this done we are employing all the educational media possible, we have been working closely with the program, fitting in the Extension program and the service of the technicians when ever possible.

Production and Marketing Program

Our aim has been this year to get every farmer possible to take full advantage of this program and to be responsible for the general education program. To do this we are employing all educational media possible by helping farmers to plan their fertilization and liming programs.

Home Gardens

Our goal has been this year to get as many families as possible to have a year round garden. To do this we are giving timely suggestings on varieties, planting dates and diseases and insect control. As a result we had better gardens in the county, also better garden exhibits at the fair.

Livestock

Our goal this year is to have more cows both dairy and beef. To do this we are making personal contacts. We are urging the farmers to have better pastures during the summer months by having educational meetings.

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Hogs

Our goal is for as many farmers as possible to produce a sufficient amount of pork for his use. To get the farmers to do this we are continually stressing the importance of the live-at-home program through farm meetings, newspaper articles, radio programs and personal contacts. Also, we try to improve the quality of hogs in the county by placing good type of breeding animal in the county, by controlling internal and external parasites and diseases, by recommending better feeding and management practices and by use of pastures.

Poultry

Our goal this year is to have as many women as possible to have a good laying flock to reduce mortality rate of poultry on the farms. To carry out these goals we stressed general purpose breeds for farm flocks, by urging the farmer to grow more oats and barley for farm flocks, by urging the farmers to provide better housing conditions by conducting culling demonstrations, and by stressing good feeding practices.

Forest Management

We set as an objective to encourage farmers to properly manage their woodlands. The methods used to get the farmers to look upon their woodlands as a crop and to properly harvest their timber by selective cutting, by leaving seed trees and to work the State Forest Service in preventing and controlling forest fires.

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4-H Club Work

This year our goals were to develop a better 4-H club program in the county. The methods we used to do this were by working closely with the 4-H Council and each 4-H club members more often to discuss their problems; by enrolling the support of the parents of the 4-H club members and by helping to select the projects that the members were interested in.

As a result of our effort we have 4-H club members in projects as follows:

Three boys carried corn projects to completion.

Fifty-two boys carried home garden projects to completion.

Forty-five girls carried garden projects to completion.

Five boys carried market gardens to completion.

Eleven boys carried poultry projects to completion.

Fourteen girls carried poultry projects to completion.

Twelve boys carried swine projects to completion.

Three girls carried poultry projects to completion.

Eight girls carried sutification projects to completion.

We had a total of eighty-five boys and seventy-two girls completing.

Eighty-five days were devoted to 4-H club work.

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Evaluation of Years Work

The agent devoted two hundred and fifteen days to work with adults. Eighty-five days were devoted to work with 4-H club members. Eighty-three days were spent in the office during this time planning and personal contacts were made. Two hundred and seventeen days were spent in the field. Seven hundred and eighty one visits were made to farm homes conducting extension work. One hundred and forty two homes were visited in conducting extension work. One hundred and sixty three calls were made to the office relating to extension work. Ninety seven phone calls were made relating to extension work. Number news articles published: eight. Number of bulletins: eighteen. Number of radio broadcast made: two. Number training meetings held: three; attendance: sixty three. Methods demonstrations for 4-H club members: nine; attendance: two hundred and twenty nine. Number of result demonstrations held: eight. According to 1950 census there are one hundred and forty two farms in the county. Fifty-eight farms changed definitely as a result of the agricultural program. Ten farms were reached this year for the first time. Fifty-seven non-farm families changed as a result of the agricultural program. There are seventy-four farm homes with 4-H club members. There are thirty-six other homes with 4-H club members.

Eighty-one days were spent planning. Planning meetings held: four. Number of unpaid voluntary leaders: seventy five. Days of assistance rendered by voluntary leaders: twenty-eight. Days devoted to corn production: twenty-one; work conducted in five communities with ten leaders assisting.

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Days devoted to pastures: twelve. Work conducted in five communities; ten leaders assisting, twenty two farmers assisted in the use of lime, and fifteen in the use of fertilizer.. Days devoted to the production of potatoes and other vegetables: nineteen, work conducted in five communities; ten leaders assisted. Twelve farmers were assisted in obtaining improved seed, fifteen were assisted in the controlling of plant disease, twenty four were assisted in the controlling of injurious insects. Days devoted to fruit production: three, work in five communities, ten leaders assisted, five farmers were assisted in the controlling of plant diseases, twelve were assisted in the controlling of injurious insects..Days devoted to swine production: fifty nine, work carried on in five communities, ten leaders assisted in carrying on the work, fifteen were assisted in controlling external parasites, seventy were assisted in controlling diseases and internal parasites, Days devoted to poultry (including turkeys): thirty four; work carried on in five communities, ten leaders assisted, fifty two were assisted in obtaining better strand of baby chicks, fifteen were assisted in improved methods of feeding, twenty three were assisted in controlling external parasites, ten were assisted in controlling diseases and parasites. . Days devoted to soil and water: twenty four, work conducted in five communities, ten leaders assisted. Number of farmers assisted with land use problems: thirty two; in use of crop rotations: thirty four; in use of clover or green manure crops: twenty eight; in otherwise controlling wind or water erosion: seventeen; in soil conservation districts which were assisted with education for organization or operations this year: twenty nine; Assisted in arranging for farm-conservation plans this year: fourteen; assisted in doing work based on definite farm-conservation plans this year: twelve.

• Days devoted to individual farm planning adjustments tenancy, and other management problems: twenty three, work carried on in five communities, ten leaders assisted. In developing a farm plan only sixteen; in developing a farm and home plan: twelve; in analyzing the farm business: eighteen; ● in getting started in farming or relocating: eight.

Days devoted to home production of family food supply: eleven; work carried on in ● five communities. Ten leaders assisted. Number of families assisted this year in improving diets: eighteen; in improving food supply by making changes in home food production of vegetables: thirty nine; of meats: fifteen; of poultry and eggs: twenty-eight; with butchering and curing: fifteen; storing: twenty four.

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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Richmond

REPORT OF

(Name) Home Demonstration Agent. From 19 to 19

Assistant Home Demonstration Agent. From 19 to 19

4-H Club Agent. From 19 to 19

Assistant County Agent in charge of Club Work. From 19 to 19

Lawrence Wynn Agricultural Agent. From Dec. 1st, 1951 to Nov. 30, 1952
Assistant Agricultural Agent.



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date _____ State Extension Director.

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

Six good reasons may be listed as to why an extension worker should prepare a comprehensive annual report.

1. The annual report is an accounting to the taxpaying public of what the extension worker has accomplished during the year.
2. It is a record of the year's work put into shape for ready reference in later years by the extension worker himself, or by his successors.
3. The annual report affords the extension worker opportunity to place his activities and accomplishments before superior officers, who form judgment as to which workers are deserving of promotion or best qualified to fill responsible positions when vacancies occur.
4. The inventory of the past year's efforts and accomplishments enables the extension worker to plan more effectively for the coming year.
5. An accurate report of his work is a duty every scientific worker owes to the other members of his profession.
6. Annual reports are required by Federal law.

From four to six copies of the annual report should be made, depending upon the number required by the State office; One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington office should be sent through the State extension office.

NARRATIVE SUMMARY

A separate narrative report is desired from the leader of each line of work, such as county agricultural agent, home demonstration agent, boys and girls' club agent, and Negro agent. Where an assistant agent has been employed during a part or all of the year, the report of his or her work should be included with the report of the leader of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

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

A good narrative report should enable the reader to obtain a comprehensive picture of—

1. What was attempted—the program as outlined at the beginning of the year.
2. How the work was carried on—the teaching methods employed.
3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. Definite accomplishments, supported by objective evidence.
5. Significance of the year's progress and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
6. How next year's work can be strengthened and improved in light of the current year's experience.

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

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

STATISTICAL SUMMARY

Where two or more agents are employed in a county they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)	
1.	Months of service this year (agents and assistants)	✓	✓		XXXXXXXXXX	
2.	Days devoted to work with adults ³	✓	✓		XXXXXXXXXX	
3.	Days devoted to work with 4-H Clubs, and young men and women (older youth) ⁴	✓	✓		XXXXXXXXXX	
4.	Days in office ⁵	✓	✓		XXXXXXXXXX	
5.	Days in field ⁵	✓	✓		XXXXXXXXXX	
6.	Number of farm or home visits made in conducting extension work ⁶	✓	✓		XXXXXXXXXX	
7.	Number of different farms or homes visited	✓	✓		XXXXXXXXXX	
8.	Number of calls relating to extension work	✓	✓		XXXXXXXXXX	
	(1) Office	✓	✓			
	(2) Telephone	✓	✓			
9.	Number of news articles or stories published ⁷	✓	✓			
10.	Number of bulletins distributed	✓	✓			
11.	Number of radio talks broadcast or prepared for broadcasting	✓	✓			
12.	Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number	✓	✓	
			Total attendance	✓	✓	
		(2) 4-H Club and young men and women (older youth)	(b) Men of leaders	✓	✓	
		(c) Number	✓	✓		
		(b) Total attendance of leaders	✓	✓		
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	(1) Adult work	(a) Number	✓	✓	
			(b) Total attendance	✓	✓	
		(2) 4-H Club and young men and women (older youth)	(a) Number	✓	✓	
		(b) Total attendance	✓	✓		
14.	Number of adult result demonstrations conducted	✓	✓	8	8	
15.	Meetings held at such result demonstrations	(1) Number	✓	✓	✓	
		(2) Total attendance	✓	✓	✓	
16.	Tours conducted	(1) Adult work	(a) Number	✓	✓	
			(b) Total attendance	✓	✓	
		(2) 4-H Club and young men and women (older youth)	(a) Number	✓	✓	
		(b) Total attendance	✓	✓		
17.	Achievement days held	(1) Adult work	(a) Number	✓	✓	
			(b) Total attendance	✓	✓	
		(2) 4-H Club and young men and women (older youth)	(a) Number	✓	✓	
		(b) Total attendance	✓	✓		

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
⁴ Do not count a single visit to both the farm and home as two visits.
⁵ Do not count items relating to notices of meetings only.

GENERAL UTILITIES

GENERAL ACTIVITIES—Continued

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1950 census)	140
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	58
23. Number of farms involved in preceding question which were reached this year for the first time	10
24. Number of nonfarm families making changes in practices as a result of the agricultural program	57
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	✓
26. Number of farm homes involved in preceding question that were reached this year for the first time	✓
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	✓
28. Number of other homes involved in preceding question that were reached this year for the first time	✓
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178)	74
30. Number of other homes with 4-H Club members enrolled. (Related to question 179)	30
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	100
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	57

EXTENSION ORGANIZATION AND PLANNING

33. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work:
- | | | |
|--|----------------------------------|------------------------------|
| (a) Over-all or general..... | (1) Name <u>Advisory Board</u> | (2) No. of members <u>75</u> |
| (b) Agricultural..... | (1) Name <u>Advisory Board</u> | (2) No. of members <u>75</u> |
| (c) Home demonstration..... | (1) Name <u>H-H Club Council</u> | (2) No. of members <u>10</u> |
| (d) 4-H Club..... | (1) Name <u>H-H Club Council</u> | (2) No. of members <u>10</u> |
| (e) Young men and women (older youth)..... | (1) Name | (2) No. of members |
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
- | | | | |
|-----------------------|-----------------------------|-------------------|--|
| (a) Agricultural..... | (b) Home demonstration..... | (c) 4-H Club..... | (d) Young men and women (older youth)..... |
|-----------------------|-----------------------------|-------------------|--|
35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods).....
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees.....
37. Number of clubs or other groups organized to carry on adult home demonstration work.....
38. Number of members in such clubs or groups.....
39. (a) Covered under question 173. (b) Covered under question 185.....
40. Combined with question 41.....
41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.
- | | | | | |
|---------------------|---------------------|---|--------------------|---------------------------|
| (a) Adult work..... | (1) Men <u>50</u> | (b) 4-H Club and work with young men and women (older youth)..... | (1) Men <u>5</u> | (3) Older club boys..... |
| | (2) Women <u>25</u> | | (2) Women <u>6</u> | (4) Older club girls..... |

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service.....
43. Number of members of such county agricultural planning group:
- | | | |
|--|----------------|----------------|
| (a) Unpaid lay members: (1) Men..... | (2) Women..... | (3) Youth..... |
| (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men..... | (2) Women..... | |
44. Number of communities with agricultural planning committee (over-all planning).....
45. Number of members of such community planning committees: (a) Men..... (b) Women..... (c) Youth.....
46. Was a county committee report prepared and released during the year? (a) Yes..... (b) No.....

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

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

CROP PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all work with adults, 4-H Club members, and young men and women (older youth)	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pastures (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—										
(1) Home demonstration agents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(2) 4-H Club agents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(3) Agricultural agents	21	✓	✓	✓	12	✓	✓	19	3	✓
(4) State extension workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
52. Number of communities in which work was conducted this year	5	✓	✓	✓	5	✓	✓	5	5	✓
53. Number of voluntary local leaders or committeemen assisting this year	10	✓	✓	✓	10	✓	✓	10	10	✓
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	38	✓	✓	✓	10	✓	✓	12	✓	✓
(2) The use of lime	✓	✓	✓	✓	10	✓	✓	✓	✓	✓
(3) The use of fertilizers	42	✓	✓	✓	15	✓	✓	✓	✓	✓
(4) Controlling plant diseases	✓	✓	✓	✓	✓	✓	✓	15	5	✓
(5) Controlling injurious insects	✓	✓	✓	✓	✓	✓	✓	24	12	✓
(6) Controlling noxious weeds	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(7) Controlling rodents and other animals	18	✓	✓	✓	✓	✓	✓	✓	✓	✓

LIVESTOCK PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all work with adults, 4-H Club members, and young men and women (older youth)	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock ¹ (g)
55. Days devoted to line of work by—							
(1) Home demonstration agents	✓	✓	✓	✓	✓	✓	✓
(2) 4-H Club agents	✓	✓	✓	✓	✓	✓	✓
(3) Agricultural agents	✓	✓	✓	59	✓	34	✓
(4) State extension workers	✓	✓	✓	✓	✓	✓	✓
56. Number of communities in which work was conducted this year	✓	✓	✓	5	✓	5	✓
57. Number of voluntary local leaders or committeemen assisting this year	✓	✓	✓	10	✓	10	✓
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	✓	✓	✓	✓	✓	✓	✓
59. Number of members in such circles, clubs, or associations	✓	✓	✓	✓	✓	✓	✓
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	✓	✓	✓	✓	✓	✓	✓
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	✓	✓	✓	✓	✓	✓	✓
(2) Obtaining purebred or high-grade females	✓	✓	✓	✓	✓	✓	✓
(3) Obtaining better strains of baby chicks (including hatching eggs)	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	52	X X X X X
(4) Improving methods of feeding	✓	✓	✓	✓	✓	93	✓
(5) Controlling external parasites	✓	✓	✓	✓	✓	15	✓
(6) Controlling diseases and internal parasites	✓	✓	✓	✓	✓	✓	✓
(7) Controlling predatory animals	✓	✓	✓	✓	✓	✓	✓

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

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older youth) groups where noted. (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, ¹ tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	✓ ✓ ✓ ✓	✓ ✓ 23 5	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
71. Number of communities in which work was conducted this year.	✓	✓	✓	✓
72. Number of voluntary local leaders or committeemen assisting this year.	✓	10	✓	✓
73. Number of farm-survey records taken during the year:	✓ ✓ ✓			
(a) Farm business	✓			
(b) Enterprise	✓			
(c) Other	✓			
74. Number of farmers assisted this year in keeping—	✓ ✓ ✓			
(a) Farm inventory	✓			
(b) General farm records	✓			
(c) Enterprise records	✓			
75. Number of farmers assisted this year—	110 18			
(a) In developing a farm plan only	✓			
(b) In developing a farm and home plan	✓			
(c) In analyzing the farm business	✓			
(d) In improving landlord-tenant relations and leasing arrangements	✓			
75. Number of farmers assisted this year—Continued.				
(e) In getting started in farming, or in re-locating				8
(f) With credit problems (debt adjustment and financial plans)				✓
(g) In using "outlook" to make farm adjustments				✓
(h) With a farm-income statement for tax purposes				✓
(i) With farm-labor problems				✓
(j) In developing supplemental sources of income				✓

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

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

MARKETING AND DISTRIBUTION

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

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.
² Where a cooperative association serves more than one county, include only the members living in the county covered by this report.
³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents.....	✓	✓	✓	✓
(2) 4-H Club agents.....	✓	✓	✓	✓
(3) Agricultural agents.....	LE	✓	5	2
(4) State extension workers.....	✓	✓	5	5
103. Number of communities in which work was conducted this year.....	5	✓	5	5
104. Number of voluntary local leaders or committeemen assisting this year.....	10	✓	10	10

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	✓
(b) Remodeling dwellings.....	✓
(c) Installing sewage systems.....	✓
(d) Installing water systems.....	✓
(e) Installing heating systems.....	✓
(f) Providing needed storage space.....	✓
(g) Rearranging or improving kitchens.....	✓
(h) Improving arrangement of rooms (other than kitchens).....	✓
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	✓
(j) Selecting housefurnishings or equipment (other than electric).....	✓
(k) Improving housekeeping methods.....	✓
(l) Laundry arrangement.....	✓
(m) Installing sanitary closets or outhouses.....	✓
(n) Screening or using other recommended methods of controlling flies or other insects.....	✓
(o) Improving home grounds.....	5
(p) Planting windbreaks or shelterbelts.....	✓

Rural Electrification—Continued

106. Number of ASSOCIATIONS organized or assisted this year to obtain electricity. (Report associations, not individual members).....	✓
107. Number of families assisted this year in—	
(a) Obtaining electricity.....	✓
(b) Selection or use of electric lights or home electrical equipment.....	✓
(c) Using electricity for income-producing purposes.....	✓
(d) Obtaining new or improved telephone service.....	✓

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings.....	2
(b) Remodeling or repairing farm buildings.....	10
(c) Selection or construction of farm-building equipment.....	5

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment.....	8
(b) Making more efficient use of mechanical equipment.....	14
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	34
111. Number of gin stands assisted this year in the better ginning of cotton.....	✓

10

NUTRITION AND HEALTH

● Include all work with adults, 4-H Club members, and young men and women (older youth)	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	✓	✓	✓	✓
(2) 4-H Club agents	✓	✓	✓	✓
(3) Agricultural agents	✓	✓	✓	✓
(4) State extension workers	✓	✓	✓	✓
113. Number of communities in which work was conducted this year.	5	✓	✓	✓
114. Number of voluntary local leaders or committeemen assisting this year.	10	✓	✓	✓
115. Number of families assisted this year—				
(a) In improving diets.				18
(b) With food preparation.				39
(c) In improving food supply by making changes in home food production—				15
(1) Of vegetables				28
(2) Of fruits				
(3) Of meats				
(4) Of milk				
(5) Of poultry and eggs				
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food.				82
NOTE.—This total should not be less than the largest subitem.				
(d) With home butchering, meat cutting or curing.				15
(e) With butter or cheese making.				✓
(f) With food-preservation problems in—				✓
(1) Canning				✓
(2) Freezing				✓
(3) Drying				✓
(4) Storing				24
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving.				39
NOTE.—This total should not be less than the largest subitem.				
(g) In producing and preserving home food supply according to annual food-supply budget.				✓
(h) In canning according to a budget.				✓
(i) With child-feeding problems.				✓
(j) In the prevention of colds and other common diseases.				✓
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.).				✓
(l) With first aid or home nursing.				✓
(m) In removing fire and accident hazards.				✓
116. Number of schools assisted this year in establishing or maintaining hot school lunches.				✓
117. Number of nutrition or health clinics organized this year through the efforts of extension workers.				✓

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and young men and women (older youth)		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents	✓	✓	✓	✓
	(2) 4-H Club agents	✓	✓	✓	✓
	(3) Agricultural agents	✓	✓	✓	✓
	(4) State extension workers	✓	✓	✓	✓
119. Number of communities in which work was conducted this year	✓	✓	✓	✓	
120. Number of voluntary local leaders or committeemen assisting this year	✓	✓	✓	✓	
Home Management—Family Economics—Continued					
121. Number of families assisted this year—		✓			
(a) With time-management problems		✓			
(b) With home accounts		✓			
(c) With financial planning		✓			
(d) In improving use of credit for family living expenses		✓			
(e) In developing home industries as a means of supplementing income		✓			
122. Number of home demonstration CLUBS, other consumer ASSOCIATIONS or GROUPS assisted this year with cooperative buying: (Do not report individuals)		✓			
(a) Food		✓			
(b) Clothing		✓			
(c) Housefurnishings and equipment		✓			
(d) General household supplies		✓			
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—		✓			
(a) Food		✓			
(b) Clothing		✓			
(c) Housefurnishings and equipment		✓			
(d) General household supplies		✓			
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)		✓			
125. Number of families assisted this year with "making versus buying" decisions		✓			
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living		✓			
NOTE.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.					
Clothing and Textiles—Continued					
127. Number of families assisted this year with—			✓		
(a) Clothing-construction problems			✓		
(b) The selection of clothing and textiles			✓		
(c) Care, renovation, remodeling of clothing			✓		
(d) Clothing accounts or budgets			✓		
Family Relationships—Child Development—Continued					
128. Number of families assisted this year—			✓		
(a) With child-development and guidance problems			✓		
(b) In improving family relationships			✓		
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year			✓		
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men			✓		
(b) Women			✓		
131. Number of children in families represented by such individuals			✓		
Recreation and Community Life—Continued					
132. Number of families assisted this year in improving home recreation			✓		
133. Number of communities assisted this year in improving community recreational facilities			✓		
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs			✓		
135. Number of communities assisted this year in establishing—			✓		
(a) Club or community house			✓		
(b) Permanent camp			✓		
(c) Community rest rooms			✓		
136. Number of communities assisted this year in providing library facilities			✓		
137. Number of school or other community grounds improved this year according to recommendations			✓		

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

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	✓	0	3	6	4	Acres
139. Other cereals	✓	✓	✓	✓	✓	Acres
140. Peanuts	✓	✓	✓	✓	✓	Acres
141. Soybeans, field peas, alfalfa, and other legumes	✓	✓	✓	✓	✓	Acres
142. Soil and water conservation	✓	✓	✓	✓	✓	Acres
143. Potatoes, Irish and sweet	✓	✓	✓	✓	✓	Acres
144. Cotton	✓	✓	✓	✓	✓	Acres
145. Tobacco	✓	✓	✓	✓	✓	Acres
146. Fruits	✓	✓	✓	✓	✓	Acres
147. Home gardens	61	63	57	45	348	Acres
148. Market gardens, truck and canning crops	✓	0	5	0	33	Acres
149. Other crops (including pasture improvement)	✓	✓	✓	✓	✓	Acres
150. Poultry (including turkeys)	17	27	11	14	1468	Birds
151. Dairy cattle	✓	✓	✓	✓	✓	Animals
152. Beef cattle	✓	✓	✓	✓	✓	Animals
153. Sheep	✓	✓	✓	✓	✓	Animals
154. Swine	15	3	12	3	15	Animals
155. Horses and mules	✓	✓	✓	✓	✓	Animals
155a. Rabbits	3	0	1	1	10	Animals
156. Other livestock	✓	✓	✓	✓	✓	Animals
157. Bees	✓	✓	✓	✓	✓	Colonies
158. Beautification of home grounds	0	18	0	8	XXXXXXXXXXXXXX	Acres
159. Forestry	✓	✓	✓	✓	✓	XXXXXXXXXXXXXX
160. Wildlife and nature study (game and fur animals)	✓	✓	✓	✓	✓	XXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity, tractor	✓	✓	✓	✓	✓	Articles made Articles repaired
162. Farm management	✓	✓	✓	✓	✓	XXXXXXXXXXXXXX
163. Food selection, preparation, and/or baking	✓	✓	✓	✓	✓	Meals planned Meals served
164. Food preservation. (Include frozen foods)	✓	✓	✓	✓	✓	Quarts canned Quarts frozen ¹
165. Health, home nursing, and first aid	✓	✓	✓	✓	✓	xx Pounds frozen ¹
165a. Child care	✓	✓	✓	✓	✓	Garments made Garments remodeled
166. Clothing	✓	✓	✓	✓	✓	Units Rooms
167. Home management (housekeeping)	✓	✓	✓	✓	✓	Articles
168. Home furnishings and room improvement	✓	✓	✓	✓	✓	Articles
169. Home industry, arts and crafts	✓	✓	✓	✓	✓	Articles
170. Junior leadership	✓	✓	✓	✓	✓	XXXXXXXXXXXXXX
171. All others	6	3	✓	✓	✓	XXXXXXXXXXXXXX
172. Total (project enrollment and completion)	112	117	85	72	✓	XXXXXXXXXXXXXX

¹ Enter frozen foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

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4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs (do not count the same club more than once) 9
174. Number of different 4-H Club members enrolled (a) Boys: 112 (b) Girls: 117
175. Number of different 4-H Club members completing (a) Boys: 85 (b) Girls: 72
176. Number of different 4-H Club members in school (a) Boys: 104 (b) Girls: 113
177. Number of different 4-H Club members out of school (a) Boys: 8 (b) Girls: 4
178. Number of different 4-H Club members from farm homes (a) Boys: 74 (b) Girls: 92
179. Number of different 4-H Club members from nonfarm homes (a) Boys: 38 (b) Girls: 25

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	23	24	10 and under	22	25
2d.	32	34	11.	20	19
3d.	20	22	12.	13	23
4th.	16	17	13.	17	14
5th.	18	16	14.	15	12
6th.	2	2	15.	15	16
7th.	1	0	16.	5	4
8th.			17.	3	3
9th.			18.	1	0
10th and over			19.		
			20 and over		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- | | | | |
|-----------------------------|-------------------------------------|----------------------------------|-------------------------------------|
| (a) Judging | <input checked="" type="checkbox"/> | (f) Fire and accident prevention | <input checked="" type="checkbox"/> |
| (b) Giving demonstrations | <input checked="" type="checkbox"/> | (g) Wildlife conservation | <input checked="" type="checkbox"/> |
| (c) Recreational leadership | <input checked="" type="checkbox"/> | (h) Keeping personal accounts | <input checked="" type="checkbox"/> |
| (d) Music appreciation | <input checked="" type="checkbox"/> | (i) Use of economic information | <input checked="" type="checkbox"/> |
| (e) Health | <input checked="" type="checkbox"/> | (j) Soil and water conservation | <input checked="" type="checkbox"/> |
| | | (k) Forestry | <input checked="" type="checkbox"/> |
183. Number of 4-H Club members having health examination because of participation in the extension program 9
184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs 9

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs) The purpose of this section of the report is to bring together in one place all work done with young men and women (older rural youth), as defined in item 22 on back cover. It is recognized that some of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

A. Extension organized groups of young men and women:

185. Number of such groups worked with during the year
186. Membership in such groups (a) Number of different young men
 (b) Number of different young women
187. Distribution of these members by school and marital status and age groupings. The sum of (1) $a+b+c$ —the sum of $d+e+f=186$ (a). Also the sum of (2) $a+b+c$ —the sum of $d+e+f=185$ (b).

	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Young women	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

188. Number of meetings these extension organized groups held
189. Total attendance at such meetings

B. Other groups of young men and women not organized by extension:

190. Number of such groups assisted during the year
191. Number in such groups (a) Different young men
 (b) Different young women

C. Individual young men and women not members of groups "A" or "B":

192. Number of different individuals assisted (a) Young men 8
 (b) Young women

D. Total number of young people worked with or assisted:

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") (a) Young men 8
 (b) Young women

194. Question discontinued.

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

MISCELLANEOUS

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

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

198. Question discontinued.

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	Assistance to Veterans (a)	U. S. D. A. Councils (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
199. Days devoted to line of work by—											
(1) Home demonstration agents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(2) 4-H Club agents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(3) Agricultural agents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	5
(4) State extension workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200. Number of communities in which work was conducted this year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	5
201. Number of voluntary local leaders or committeemen assisting this year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10
202. Number of meetings participated in this year by extension workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	4

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

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TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
 - A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
 - A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.

The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. Extension work with *young men and women* shall apply in general to those who are primarily rural and approximately 18 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1949.)