

ANNUAL REPORT
AGRICULTURAL EXTENSION WORK

ROCKBRIDGE COUNTY
VIRGINIA

G. B. Allison - - County Agricultural Agent
R. E. Nicholas - - Asst. Agricultural Agent
Mrs. Frances K. Tolley - - Stenographer

1947

December 1, 1946 - November 30, 1947

ANNUAL REPORT
AGRICULTURAL EXTENSION WORK

ROCKBRIDGE COUNTY
VIRGINIA

G. B. Allen - - - County Agricultural Agent
R. E. Nichols - - - Asst. Agricultural Agent
Mrs. Thomas E. Toling - - - Demonstrator

1947
December 1, 1946 - November 30, 1947

TABLE OF CONTENTS

	Page
I. County Organization.....	1
II. Type of Agriculture.....	1
III. Agronomy.....	1
IV. Livestock.....	3
V. 4-H Club.....	4
VI. Aid to Veteran Farmers.....	5
VII. Extension T.V.A. Farm Unit Demonstrations.....	6
VIII. Forestry.....	7
IX. Work with Other Agencies.....	7

TABLE OF CONTENTS

I	County Organization.....	I
I	Type of Agriculture.....	II
I	Agriculture.....	III
I	Livestock.....	IV
I	4-H Club.....	V
I	Aid to Veterans Farmers.....	VI
I	Extension F.V.A. Farm Unit Demonstrations.....	VII
I	Forestry.....	VIII
I	Work with Other Agencies.....	IX

34
72

I. County Organization.

The County Board of Agriculture is the main organization used by agent in promoting Extension work in various communities in the county. This group consists of a leader from each community, professional workers and representatives of other farm organizations in the county, along with leading farmers in each important branch of agriculture in the county.

These leaders take an active part in informing their neighbors of better farming practices and assisting with projects with which the agents are working. The leaders are furnished information through mail on the various projects. During the year this group has taken an active interest in promoting programs on:

1. Feeding, management and marketing of livestock and livestock products.
2. Organizing an artificial breeding association.
3. Pasture improvements.
4. Better Food Supply for home.
5. Soil and Water Conservation.

II. Type of Agriculture.

Agriculture in Rockbridge County is well diversified. The more important sources of income are dairy production, beef cattle, sheep, poultry, corn, small grain, hay, and timber products.

A large percentage of agricultural land in the county is better adapted to the production of pasture and hay crops than it is to the production of grain. Most of the more progressive farmers get a large percentage of their income from livestock and livestock products. Proper land use is one of the greatest problems that farmers of this county have. There is a trend toward establishing more pasture and hay crops and to have less cultivated crops. However, if we are to maintain a permanent agriculture it is imperative that this trend be hastened. In all work with farmers the agent stresses the importance of proper land use; that is, growing each crop on land to which it is best suited.

III. Agronomy.

The main phases of agronomy program consists of pasture improvement,

I. General Observations

The general observations of the committee are based on the study of the reports of the various departments and on the information received from the various sources. The committee has found that the various departments are not working in a coordinated manner and that there is a need for a more unified approach to the study of the various subjects.

The committee has also found that the various departments are not working in a coordinated manner and that there is a need for a more unified approach to the study of the various subjects. The committee has found that the various departments are not working in a coordinated manner and that there is a need for a more unified approach to the study of the various subjects.

1. Administrative Organization

- a. Structure of the Department
- b. Personnel
- c. Methods of Work
- d. Financial Resources

II. Administrative Organization

The administrative organization of the department is based on the study of the various subjects. The committee has found that the various departments are not working in a coordinated manner and that there is a need for a more unified approach to the study of the various subjects.

The committee has also found that the various departments are not working in a coordinated manner and that there is a need for a more unified approach to the study of the various subjects. The committee has found that the various departments are not working in a coordinated manner and that there is a need for a more unified approach to the study of the various subjects.

The committee has also found that the various departments are not working in a coordinated manner and that there is a need for a more unified approach to the study of the various subjects. The committee has found that the various departments are not working in a coordinated manner and that there is a need for a more unified approach to the study of the various subjects.

III. Conclusions

The committee has found that the various departments are not working in a coordinated manner and that there is a need for a more unified approach to the study of the various subjects.

demonstrations with hybrid corn, increasing alfalfa acreage, improving varieties of small grain along with proper fertilizing of these crops and supplemental pastures. A large part of the progress in pasture improvement is due to Extension T. V. A. Program and assistance offered through Production and Marketing Administration.

All of the more progressive farmers in the county are making a practice of fertilizing their permanent pasture. More farmers are adopting this practice each year. In most cases the only fertilizer used on permanent pasture is phosphate. However, farmers are encouraged to use lime where needed and potash on land that has been taken out of crop rotation and established in pasture.

CORN - Corn hybrid demonstrations were conducted in six communities. Seed was furnished by the Extension Agronomy Department of ten adapted varieties. Wherever possible these demonstrations were located along roads so they could be seen easily. The use of hybrid corn is continuing to increase. Farmers in general are planting less acreage of corn and are selecting the better parts of their farms on which to grow corn and the steeper parts of fields are being converted to pasture, hay and other uses.

SUPPLEMENTAL PASTURES - Prior to this year little or no Ladino clover has ever been seeded in this county. Fifteen to twenty farmers seeded mixtures of Ladino clover and orchard grass in the spring of 1947. Unfortunately, practically all of these seedings were failures because of dry weather during the late spring months. However, some few of the persons seeding it were able to get first class stands. Most of the ones who had crop failures this year will make other seedings next spring. Farmers were urged to plant supplemental pastures in the fall months through personal contact, newspaper items and circular letters. Due to this it is believed that there are more of such seedings of ryegrass and grain mixtures growing now than ever has been before. Some farmers have disced pasture fields where there is partial stands of grass and seeded to ryegrass and small grain this fall.

PERMANENT PASTURES - Demonstrations on permanent pastures were conducted by all Extension T. V. A. Farm Unit Demonstrators. Two other demonstrations were conducted through the cooperation of

... ..

All of the new progressive farmers in the county are using a practice of fertilizing their permanent pastures. Some farmers are adopting this practice each year. In most cases the only fertilizer used is potassium sulfate in phosphate. However, farmers are accustomed to use lime when needed and believe that that has been taken out of every rotation and established in pastures.

1934 - Some hybrid demonstrations were conducted in six communities. Seed was furnished by the National Farm-Experiment Station of the United States. However, certain local demonstrations were located about 1934 so they could be made locally. The use of hybrid corn is continuing to increase. Farmers in general are looking for a source of corn and are selecting the better ears of their farms in which to grow corn and the poorer ears of fields are being converted to pasture and other uses.

1935 - Hybrid corn was raised on no less than 100 farms and was seeded in this county. It was to be seen in many places seeded in the spring and summer of 1935. In the spring of 1935, unfortunately, practically all of the seedings were killed because of the weather during the late spring months. However, some few of the farmers seeded it were able to get their ears. Most of the ears were not very large. Farmers this year will have about 100 ears of corn. Farmers are now trying to have experimental pastures in the fall months through various contact, however, some of the seedings in the fall it is believed that some new ears of corn seedings of progress and yield mixture would be made very soon. Some farmers have already started their ears in the fall months of 1935 and seeded in progress and small grain this fall.

1936 - Demonstrations on permanent pastures were conducted by all stations. T. V. A. Farm Help Demonstrations. Two other demonstrations were conducted through the cooperation of

34
72

Virginia-Carolina Plant Food Institute.

SMALL GRAINS - Farmers were given information on improving varieties of small grain through meetings, newspaper articles, circular letters and individual visits. A new variety of wheat was secured for two farmers to seed who plan on producing certified seed for sale next year. Seed is being ordered for a new variety of oats which will be grown for the same purpose.

ALFALFA - Alfalfa acreage has been increased during the past several years. Farmers have been given information on best methods of planting and fertilizing alfalfa.

IV. Livestock.

SHEEP - All sheep growers were given information on management, controlling parasites and marketing of wool through newspaper articles and circular letters. 3800 sheep were treated for external parasites by use of a portable dipping vat which is cooperatively owned by growers in the county. Demonstrations were held in treating sheep for internal parasites. Farmers were assisted in cooperatively marketing wool clip through United Wool Growers Association. About 65% of the wool produced in the county was marketed in this way.

BEEF CATTLE - All beef producers were encouraged to make better use of pasture and hay in feeding of cattle by supplemental pastures, improving permanent pastures and cutting hay so as to preserve more rich feeding value.

Farmers were assisted in treating cattle for disease and parasite control. A portable spray cooperatively owned was used in spraying cattle for flies and other parasites. All breeders were given information on and advised to have their heifer calves treated for bangs disease.

A cooperative feeder calf sale was held in the fall. Thirty-three farmers consigned calves to this sale. 406 calves were marketed for the producers in this way.

DAIRY CATTLE - Income from dairying represents about one-fifth of total farm income in this county. At the same time the average production per cow is a great deal less than it was ten or fifteen years ago. Agents realizing that something must be done to improve the dairy cattle industry set up, along with a number of leaders,

Hygiene-Cleaning Plans Post War

SMALL CATTLE - Farmers were given information on improving varieties of small grain through meetings, newspaper articles, circulars and individual visits. A new variety of wheat was secured for two farmers to seed the grain on 'farming out' - filled seed for next year. Good is being ordered for a new variety of oats which will be grown for the next season.

WHEAT - Illinois acreage has been increased during the past several years. Farmers have been informed on best methods of planting and fertilizing wheat.

VI. Livestock

WOLVES - All sheep growers were given information on raising, controlling parasites and marketing of wool through meetings, circulars and traveling lectures. 1930 sheep were treated for external parasites by use of a portable dipping vat which is cooperatively owned by growers in the county. Demonstrations were held in 1930 and sheep for internal parasites. Farmers were assisted in cooperatively marketing wool and through United Wool Growers Association. About 40% of the wool produced in the county was marketed in this way.

NEW CATTLE - All beef growers were encouraged to raise better use of pasture and not in feeding of surplus feedstuffs. Improving pasture practices and cutting hay as to preserve more live feeding value.

Farmers were assisted in treating cattle for disease and parasite control. A portable spray cooperatively owned was used in treating cattle for lice and other parasites. All growers were given information on and advised to have their calves treated for mange disease.

A cooperative feeder calf sale was held in the fall. Thirty-three farmers contributed calves to this sale. 100 calves were marketed for the growers in this way.

WHEAT CATTLE - Income from dairying represents about one-third of total farm income in this county. At the same time the average production per cow is a great deal less than it was ten or fifteen years ago. Some thinking that something must be done to improve the dairy cattle industry set up a group of farmers.

long-time goals for dairy industry which was felt would bring about more economical production of dairy products. These consisted of:

1. good pastures - permanent and supplemental
2. high quality hay
3. higher producing animals

It was believed that one of the main needs was better quality cattle and this could best be brought about through artificial breeding association. After holding preliminary meetings to discuss these problems with dairymen, meetings were held in each community to discuss the project with local dairymen. As a result of these and many contacts by agents, an artificial breeding association was organized about the middle of the year. This association is affiliated with Shenandoah Valley Breeding Center which furnishes semen to three local associations. To date there has been approximately three hundred dairy cattle bred artificially.

V. 4-H Club

Farm agents had eleven 4-H clubs with an enrollment of one hundred and twenty-eight. Projects of these club members consisted of beef calves, dairy calves, poultry, breeding hogs, fat pigs, bee keeping, corn, potatoes and gardening. All club members were given information on taking care of their project work through regular monthly club meetings and individual visits. Topics discussed at monthly club meetings consisted of forestry, crop rotations, growing of legumes and feeding and management of livestock.

A district 4-H camp was held which was attended by club members from Alleghany, Bath, Botetourt and Rockbridge counties. Fourteen boys from this county attended this camp. Training at camp consisted of recreation, handicraft, nature study and leadership training. The older boys in the various clubs were chosen to attend camp.

All clubs in the county cooperated in holding a county picnic. Several individual clubs held such meetings for their own club members and members of their families.

A county corn-shucking contest was held in which fifteen boys participated. This was sponsored by a farmer and local fertilizer dealers.

long-time goals for dairy industry which was left with being
great new commercial production of dairy products. These are
stated as: 1. Good returns - management and equipment
2. High quality milk
3. Higher production animals

It was believed that one of the main needs was better quality
labor and this could best be provided through professional
training. After holding preliminary meetings to discuss
these problems with dairymen, meetings were held in each county
to discuss the project with local dairymen. As a result of these
and many contacts by agents, an official meeting association was
organized about the middle of the year. This association is
affiliated with Wisconsin Valley Dairymen's Center which provides
many of these local associations. It has been seen at
least three meetings since that meeting.

7. 4-8 Club

Four agents had eleven 4-8 clubs with an enrollment of one
hundred and twenty-eight. Projects of these club members con-
sisted of beef calves, dairy calves, poultry, breeding pigs, etc.
All club members had regular, corn, potatoes and feedings. All club mem-
bers were given information on feeding care of their pigs and
through regular monthly club meetings and individual visits.
Topics discussed at monthly club meetings consisted of livestock
club regulations, feeding of calves and feedings and management of
livestock.

A district 4-8 camp was held which was attended by club mem-
bers from Alameda, Elgin, Johnson and Rockford counties.
Forty-five boys from this county attended this camp. Training in
camp consisted of recreation, handcraft, nature study and leader-
ship training. The club boys in the various clubs were chosen to
attend camp.

All clubs in the county participated in holding a county picnic.
Several individual clubs held club meetings for their own club mem-
bers and members of their families.

A county-wide meeting was held in which Illinois boys
participated. This was sponsored by a farmer and local livestock
dealer.

4-H boys feeding baby beeves entered calves in shows and sale at Lynchburg Farm Show and at Salem. Other club members exhibited corn, potatoes and garden projects at the Lynchburg Farm Show. Members of two 4-H clubs assisted in reforestation projects.

Seven 4-H club members established ewe flocks. All of these boys were given information on proper management of sheep. Demonstrations were given on treating sheep for parasites.

4-H club members were interested in assisting with artificial breeding program. Local business firms including banks, offered prizes to club members getting the most people and number of cattle enrolled in artificial breeding association. About twenty-five boys took an interest in this project.

It appears that 4-H enrollment for 1948 will be much larger than in 1947. Plans are being made for much more time to be spent on individual visits to 4-H club members as it is believed that this is probably the weakest part of the 4-H program. By making such visits, more accurate information and instructions can be given to individual members. Some of the schools are going to cooperate in this part of program by excusing from school in the afternoon groups of club members who will be taken by agents to visit their projects.

VI. Aid to Veteran Farmers.

Agents have worked with all World War II veteran farmers in the county during the year. This group is organized into a club which has quarterly meetings. At these meetings topics along agricultural lines of which the group is most interested are discussed. There is one older farmer serving on the Advisory Committee from each magisterial district. This committee meets with the group at their regular meetings.

During the year this group was assisted in organizing a training class for veterans through the vocational agricultural instructor. Approximately twenty of the group are enrolled in job training. In addition to the group training, agents visited members of this group individually on their farms and talked with them in regard to better farming practices. Several of the group were assisted in setting up rotation systems. Others were given advise on leases and manage-

1-4 boys leading help papers entered office in June and
also at Washington Park Box and at home. Other club members
submitted more papers and garden projects at the Washington
Park Box. Members of the 1-4 club worked in volunteerism
projects.

There were club members established over Florida. All of these
boys were given information on proper management of sheep. Some
experiences were given on feeding sheep for purchase.

1-4 club members were interested in assisting with agricultural
projects. Local business firms including banks, offered
patrons to club members getting the most weight and number of entries
enrolled in agricultural breeding associations. About twenty-five
boys took an interest in this project.

It appears that 1-4 enrollment for 1948 will be much larger
than in 1947. Plans are being made for such work this to be
based on individual visits to 1-4 club members as it is believed
that this is probably the weakest part of the 1-4 program. To
bring about this, more accurate information and instructions
can be given to individual members. Some of the reasons are
being to cooperate in this part of program by examining laws
school in the afternoon groups of club members who will be
taken to agents to visit their projects.

VI. 1-4 to Federal Projects

Agents have worked with all clubs for II Federal projects in
the month during the year. This group is organized into a club
which has quarterly meetings. At these meetings topics are
discussed in line of which the group is most interested and dis-
cussed. There is one other project on the Advisory Committee
that each organization handles. This committee works with the group
at their regular meetings.

During the year this group was assisted in organizing a train-
ing class for members through the vocational agricultural instructor.
Approximately twenty of the group are enrolled in the training. In
addition to the group training, agents visited members of the group
individually on their farms and talked with them in regard to better
feeding techniques. Several of the group were assisted in setting
up rotation systems. Others were given advice on lawns and manage-

34
72

ment of livestock.

Several in this group are being used as project leaders in helping furnish other farmers in their community information on various agricultural projects.

It is believed that the social outlet this group has is very beneficial as it enables them to meet other veterans who are engaged in farming in other parts of the county.

VII. Extension T. V. A. Farm Unit Demonstrations.

Extension TVA Farm Unit Demonstrations have been conducted in Rockbridge County since 1936. There has been a total of 24 of these demonstrations set up in this county. During 1947 there were 20 active demonstrators. These farms contain 5139 acres of land. To date, TVA demonstrators in the county have received 536.65 tons of phosphate and 20 tons of ammonium nitrate.

Complete land use and cropping plans have been worked out with each of these demonstrators. On these farms wonderful progress has been made over the past ten years in land use. These changes consist largely of relocating fences so as to establish permanent pasture on steep and rough parts of fields and establishing more hay such as alfalfa.

Row crops have been decreased on these farms approximately 40% since beginning of demonstration. Small grain acreage, other than barley, has also been decreased. These farmers have found that they can produce grain needed for feeding livestock on much less acreage by more liberal application of fertilizer and producing higher quality hays and pastures.

Farmers participating in Extension TVA program are leaders in their communities in improvements such as liming of pastures, establishing supplemental pastures, increasing legume acreage and making improvements on their homes.

During 1947, TVA Farm Unit Demonstrators estimated that their grazing period was approximately forty days more on land that had been treated with phosphate and lime than it was on the untreated pastures. From information based on clippings taken from phosphated and unphosphated areas the legumes and grasses on treated areas is an increase of about 100% over the

... of ...

Several in this group are being used as project leaders in ...
... in their community ...
... projects.

It is believed that the model which this group has in very ...
... to meet other persons who are en-
... in various in other parts of the county.

III. Extension T. V. A. Farm Unit Demonstrations.

Extension T. V. A. Farm Unit Demonstrations have been conducted ...
... since 1936. There has been a total of 28 ...
... in this county. During 1947 there ...
... were 28 active demonstrations. These farms contain 217 acres of ...
... land. To date, 171 demonstrators in the county have received ...
... 236. 55 tons of phosphate and 50 tons of ammonia nitrate.

Complete land use and crop plans have been worked out ...
... with each of these demonstrators. In these farms ...
... progress has been made over the last few years in land use ...
... These changes consist largely of reducing losses so as to ...
... establish permanent pasture on steep and rough parts of fields ...
... and establishing more hay such as alfalfa.

How crops have been increased on these farms approximately ...
... 1000 acres beginning in demonstration. Small grain acreage ...
... other than barley, has also been decreased. These farmers have ...
... found that they can produce grain needed for local livestock ...
... on each farm acreage by more liberal application of fertilizer ...
... and produce higher yields per acre and pasture.

Farmers participating in Extension T. V. A. program are leaders ...
... in their communities in improvements such as kind of pasture, ...
... established experimental pastures, increased income acreage ...
... and making improvements in their homes.

During 1947, T. V. A. Farm Unit Demonstrations established that ...
... their greatest period was approximately forty days more in land ...
... that had been treated with phosphate and lime than if not on ...
... the untreated pastures. This information based on analysis ...
... taken from phosphate and nitrogenous areas was largely ...
... progress on treated areas is an increase of about 1000 over the

checked areas. There is also much less bare land on the treated plots and more desirable grasses and legumes growing than on the untreated areas.

Eleven TVA Farm Unit Demonstration operators are cooperating with Soil Conservation District in establishing contour strip rotations on their steep land. It is estimated that this and other improved practices have enabled these farmers to reduce run-off of water by at least fifty percent.

Operators of Extension TVA Demonstration farms are taking the lead in community projects and are demonstrating to other farmers the advantages of improved practices in the management of their land and feeding and management of livestock.

VIII. Forestry.

The forestry program included instructions on management of farm wood lots, fire prevention, selective cutting and reforestation. The agents cooperated with the State Forest Service in educational work on this program. Field meetings were held with the assistance of the Extension Forester at which time various good forestry practices were discussed with the group. 4-H club boys were also given instructions on management of wood land. Groups in two clubs assisted in reforestation projects.

Each year more and more farmers are becoming interested in better management of their timber land. This is noticed particularly in the improved cutting practices that are being adapted by farmers over the area.

IX. Work With Other Agencies.

PRODUCTION AND MARKETING ADMINISTRATION - Extension and Production and Marketing Administration have their offices together. Extension personnel assists in taking care of office calls in connection with P. M. A. program. All farmers are encouraged to take full advantage of benefits they can receive from participating in this program.

SOIL CONSERVATION SERVICE - The agents cooperated with District Supervisors in conducting 4-H Club tour at which time several farms in the district were visited to show advantages of certain soil con-

checked again. There is also some work done on the treated plots and some chemical analyses showing that in the untreated areas.

During the four week demonstration operations are continuing and the demonstration is continuing to show that the results on their work. It is estimated that this and other improved practices have enabled these farmers to reduce 100-200% of water by at least 100%.

Operations of extension and demonstration have also been the lead in community projects and are demonstrating to other farmers the advantages of improved practices in the management of their land and leading and management of livestock.

VIII. Forestry

The forestry program included instruction on management of land and forest, fire prevention, selective cutting and reforestation. The results compared with the State Forest Service in other areas. Field meetings were held with educational work on this program. Field meetings were held with the assistance of the Extension Forester at which the various good forestry practices were discussed with the group. A-8 also boys were also given instructions on management of wood land. Groups in the area selected in reforestation projects.

Each year now and more farmers are becoming interested in better management of their timber land. This is being helped largely in the improved cutting practices that are being adopted by farmers over the area.

IX. Soil and Water Conservation

EXTENSION AND DEMONSTRATION - Extension and demonstration and reforestation have their effects. Extension personnel are in contact with all farmers in the area in connection with the N. S. A. program. All farmers are encouraged to take full advantage of benefits they can receive from participation in this program.

SOIL CONSERVATION SERVICE - The county cooperated with State Foresters in conducting a-8 club tour at which time several farms in the district were visited to show advantages of certain soil con-

34
72

ervation practices. Farmers in the county were encouraged to adapt soil conservation practices such as contour strip cropping and urged to get assistance from soil conservation technicians in laying out such strips where needed.

SHEN-VALLEY MEAT PACKERS - Agents worked with Board of Directors of Shen-Valley Meat Packers in encouraging and getting membership in this cooperative. Meetings were held and newspaper publicity given on this cooperative.

COOPERATIVE COUNCIL - Extension agents assisted in organizing a cooperative council composed of representatives of boards of directors of each cooperative in the county. This council had a part time worker for eight months during the year. The council sponsored two local discussion groups and was also active in getting better cooperation from newspapers in printing more information dealing specifically with agriculture. The council sent a copy of one of the local papers to all cooperative members who were not receiving it for a period of several months.

#####

servants positions. Farmers in the county were encouraged to
about soil conservation practices such as contour strip cropping
and urged to get assistance from soil conservation technicians
in laying out such strips where needed.

SOIL CONSERVATION SERVICE - Agents worked with boards of
Directors in Orem Valley West factors in encouraging and getting
membership in this cooperative. Meetings were held and newspaper
publicity given on this cooperative.

COOPERATIVE COUNCIL - Extension agents worked in organizing
a cooperative council composed of representatives of boards of
Directors in each cooperative in the county. This council had a
part time worker for eight months during the year. The council
sponsored the local discussion groups and was also active in
getting better cooperation from newspapers in printing new labor-
union bulletins specifically for agriculture. The council sent a
copy of one of the local papers to all cooperative members who were
not receiving it for a period of several months.

//////

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

AGENT'S ANNUAL REPORT

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 Rainbridge

REPORT OF

<u>Lucy O. Wall</u> (Name) Home Demonstration Agent.	From <u>Dec. 1</u> to <u>Nov. 30</u> 194 <u>7</u>
<u>Lucy Harriott Swathney</u> Assistant Home Demonstration Agent.	From <u>Dec. 1</u> to <u>Nov. 30</u> 194 <u>7</u>
<u>Russell D. Williamson</u> Assistant County Agent in charge of Club Work.	From <u>Nov. 1</u> to <u>Nov. 30</u> 194 <u>7</u>
<u>H. B. Williams</u> Agricultural Agent.	From <u>Dec. 1</u> to <u>Nov. 30</u> 194 <u>7</u>
<u>Raymond E. Nields</u> <u>3 1/2 Time</u> Assistant Agricultural Agent.	From <u>Dec. 1</u> to <u>Aug. 15</u> 194 <u>7</u>



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)	24		20	XXXXXXXX
2.	Days devoted to work with adults ³	3372.0		326	XXXXXXXX
3.	Days devoted to work with 4-H Clubs and older youth ⁴	231		128	XXXXXXXX
4.	Days in office ⁵	156.0		167	XXXXXXXX
5.	Days in field ⁶	412		297	XXXXXXXX
6.	Number of farm or home visits made in conducting extension work ⁷	712		843	1555
7.	Number of different farms or homes visited	266		485	751
8.	Number of calls relating to extension work	(1) Office	656	2505	3161
		(2) Telephone	686	1755	2441
9.	Number of news articles or stories published ⁸	92		54	146
10.	Number of bulletins distributed	4980		745	5725
11.	Number of radio talks broadcast or prepared for broadcasting	(a) Number	28	16	44
		Total attendance of:			
12.	Training meetings held for local leaders or committees	(1) Adult work		245	251
		(b) Men leaders	6		458
		(c) Women leaders	458		337.0
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(2) 4-H Club and older youth		2	
		Total attendance of:			
		(b) Leaders	270	75	270
14.	Number of adult result demonstrations conducted	(a) Number	229	10	239
		(1) Adult work			
		(b) Total attendance	3048	113	3161
		(2) 4-H Club and older youth			
15.	Meetings held at such result demonstrations	(a) Number	177	5	182
		(b) Total attendance	3505	35	3540
16.	Tours conducted			90	113
17.	Achievement days held	(1) Number		3	3
		(2) Total attendance		40	40
18.	Tours conducted	(a) Number	8	3	11
		(b) Total attendance	130	35	165
19.	Tours conducted	(a) Number		1	1
		(b) Total attendance		50	50
20.	Tours conducted	(a) Number			
		(b) Total attendance			
21.	Tours conducted	(a) Number	1		1
		(b) Total attendance	200		200

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

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

³ 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 ACTIVITIES—Continued

Report only this year's activities that can be verified.			Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total* (d)
18.	Encampments held (report attendance for your county only) ¹	(1) Farm women				
		(a) Number				
		(b) Total members attending				
		(c) Total others attending				
		(2) 4-H Club and older youth				
		(a) Number	1			
		(b) Total boys attending			14	14
		(c) Total girls attending	32			32
		(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	43		32	75
		(b) Total attendance	3393		655	4048
		(2) 4-H Club and older youth				
		(a) Number	18		104	114
		(b) Total attendance	1177		1855	2453
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	85			85
		(b) Total attendance	1095			1095
		(2) 4-H Club and older youth				
		(a) Number	50			50
		(b) Total attendance	619			619

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 (1945 census)	1999
22.	Number of farms on which changes in practices have definitely resulted from the agricultural program	1400 6st
23.	Number of farms involved in preceding question which were reached this year for the first time	100
24.	Number of nonfarm families making changes in practices as a result of the agricultural program	30
25.	Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	1325
26.	Number of farm homes involved in preceding question that were reached this year for the first time	200
27.	Number of other homes in which changes in practices have definitely resulted from the home demonstration program	96
28.	Number of other homes involved in preceding question that were reached this year for the first time	40
29.	Number of farm homes with 4-H Club members enrolled	280
30.	Number of other homes with 4-H Club members enrolled	140
31.	Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	1500
32.	Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	160

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general	(1) Name	<i>County Board of Agriculture</i>	(2) No. of members	<i>28</i>
(b) Agricultural	(1) Name		(2) No. of members	
(c) Home demonstration	(1) Name	<i>Home Dem. County Committee</i>	(2) No. of members	<i>58</i>
(d) 4-H Club	(1) Name	<i>Council</i>	(2) No. of members	<i>64</i>
(e) 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	<i>50</i>	(b) Home demonstration	<i>252</i>	(c) 4-H Club		(d) Older youth	<i>6</i>
------------------	-----------	------------------------	------------	--------------	--	-----------------	----------

35. Total number of communities in county. (Do not include number of neighborhoods) *30*

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees *30*

37. Number of clubs or other groups organized to carry on adult home demonstration work *28*

38. Number of members in such clubs or groups *220*

39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) *(a) 13 (b) 1*

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

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

(a) Adult work	(1) Men	<i>25</i>	(b) 4-H Club and older youth work	(1) Men	<i>10</i>	(3) Older club boys	
	(2) Women	<i>346</i>		(2) Women	<i>27</i>	(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

Number of agricultural planning groups in county	Extension organization and planning ¹	County agricultural planning ¹	Total ¹
			(b)
	(1) Home demonstration agents		<i>136</i>
	(2) 4-H Club agents		
47. Days devoted to line of work by—	(3) Agricultural agents		<i>35</i>
(1) Home demonstration agents	(4) State extension workers		<i>8</i>
48. Number of planning meetings held	(1) County		<i>5</i>
	(2) Community		<i>8</i>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<i>438</i>
50. Days of assistance rendered by voluntary leaders or committeemen			<i>905</i>

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program planning activity, only column (a) 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)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	16	4	6	25	28			12	1	
(4) State extension workers										
52. Number of communities in which work was conducted this year	30	8	16	30	30			18	4	
53. Number of voluntary local leaders or committeemen assisting this year	15	4	8	25	25			35	2	
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	80	12	25	20	18			27		
(2) The use of lime	75	65	70	90	90			70	6	
(3) The use of fertilizers	80	65	55	90	180			160	6	
(4) Controlling plant diseases		18	30	10				350	12	
(5) Controlling injurious insects		8						350	12	
(6) Controlling noxious weeds				7	28					
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (excluding turkeys)	Other livestock ¹
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
(1) Home demonstration agents						75	
(2) 4-H Club agents							
(3) Agricultural agents	106	47	23	9		16	
(4) State extension workers							
56. Number of communities in which work was conducted this year	30	19	17	10		25	
57. Number of voluntary local leaders or committeemen assisting this year	45	15	12	4		55	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	2	1	1				
59. Number of members in such circles, clubs, or associations	175	35	160				
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		6	15				
(2) Obtaining purebred or high-grade females		2	6				
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXX	XXXX	XXXX	XXXX	XXXX	28	XXXX
(4) Improving methods of feeding	155	145	55	40		140	
(5) Controlling external parasites	25	30	55	18		140	
(6) Controlling diseases and internal parasites	45	60	315	25		140	
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES¹

62. Days devoted to line of work by—	Soil and water	Forestry	Wildlife
	(a)	(b)	(c)
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents	13	13	1
(4) State extension workers			
63. Number of communities in which work was conducted this year	30	10	4
64. Number of voluntary local leaders or committeemen assisting this year	24	6	

Soil and Water—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use	130
(b) In the use of crop rotations	90
(c) With strip cropping	35
(d) In constructing terraces	
(e) In grassing waterways or otherwise preventing or controlling gullies	12
(f) With contour farming of cropland	35
(g) In contouring pasture or range	
(h) In the use of cover or green-manure crops	25
(i) In otherwise controlling wind or water erosion	
(j) In summer-fallowing	
(k) In making depth-of-moisture tests	
(l) With drainage	
(m) With irrigation	
(n) With land clearing	

66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	145
(b) Assisted in arranging for farm-conservation plans this year	12
(c) Assisted in doing work based on definite farm-conservation plans this year	145

¹ Include nature study.

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	
(b) In making improved thinnings, weedings or pruning of forest trees	12
(c) With selection cutting	12
(d) With production of naval stores	
(e) With production of maple-sirup products	
(f) In timber estimating and appraisal	3
68. Number of farmers cooperating this year in prevention of forest fires	300

Wildlife—Continued

69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish	
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	20
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	30
(d) With other plantings for food and protection in wild-life areas	10

LYNN PIVKUCHELL

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth		Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
		(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	11	48	4	10
71. Number of communities in which work was conducted this year		20	30	6	30
72. Number of voluntary local leaders or committeemen assisting this year		20	20	6	50
73. Number of farm-survey records taken during the year—	(a) Farm business (b) Enterprise (c) Other		75. Number of farmers assisted this year—Continued.		
74. Number of farmers assisted this year in keeping—	(a) Farm inventory (b) General farm records (c) Enterprise records	28 20	(a) In getting started in farming, or in re-locating	16	
75. Number of farmers assisted this year—	(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	35 20 18 12	(f) With credit problems (debt adjustment and financial plans) (g) In using "outlook" to make farm adjustments	12 45	
			(h) With a farm-income statement for tax purposes (i) With farm-labor problems (j) In developing supplemental sources of income	6 4	

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth		Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land zoning, tenure, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
		(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers				
77. Number of communities in which work was conducted this year					6
78. Number of voluntary local leaders or committeemen assisting this year					6
79. Number of tours conducted this year to observe economic and social conditions in various land use areas					1
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					

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

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by:											
(1) Home demonstration agents					110					17 1/2	
(2) 4-H Club agents											
(3) Agricultural agents	1		10			1		1			
(4) State extension workers										2	
84. Number of communities in which work was conducted this year	6		30			2		4		10	
85. Number of voluntary local leaders or committeemen assisting this year			12			2				18	
86. Number of new cooperatives ² assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year			2								
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)			193								
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87)*	\$	\$	\$56,000.00							\$16,504.87	
90. Number of farmers or families (not members of cooperatives) assisted during the year			15								
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$4,000.00								
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											3
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 brooding purposes.

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

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth		The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—					
(1) Home demonstration agents		166			
(2) 4-H Club agents			2	4	
(3) Agricultural agents		13			
(4) State extension workers		30	5	6	
103. Number of communities in which work was conducted this year		154	6		
104. Number of voluntary local leaders or committeemen assisting this year					
The House, Furnishings, and Surroundings—Continued		Rural Electrification—Continued			
105. Number of families assisted this year in—			106. Number of associations organized or assisted this year to obtain electricity		1
(a) Constructing dwellings	4		107. Number of families assisted this year in—		12
(b) Remodeling dwellings	60		(a) Obtaining electricity		
(c) Installing sewage systems	2		(b) Selection or use of electric lights or home electrical equipment		
(d) Installing water systems	15		(c) Using electricity for income-producing purposes		18
(e) Installing heating systems	130		Farm Buildings—Continued		
(f) Providing needed storage space	25		108. Number of farmers assisted this year in—		
(g) Rearranging or improving kitchens			(a) The construction of farm buildings		6
(h) Improving arrangement of rooms (other than kitchens)	155		(b) Remodeling or repairing farm buildings		8
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	250		(c) Selection or construction of farm-building equipment		18
(j) Selecting housefurnishings or equipment (other than electric)	50		Farm Mechanical Equipment—Continued		
(k) Improving housekeeping methods	75		109. Number of farmers assisted this year in—		
(l) Laundry arrangement	275		(a) The selection of mechanical equipment		3
(m) Installing sanitary closets or outhouses	10		(b) Making more efficient use of mechanical equipment		
(n) Screening or using other recommended methods of controlling flies or other insects	225		110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year		12
(o) Improving home grounds	245		111. Number of gin stands assisted this year in the better ginning of cotton		
(p) Planting windbreaks or shelterbelts	10				

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members and older youth		Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)	
112. Days devoted to line of work by:						
(1) Home demonstration agents		9 1/2	20	65	4	
(2) 4-H Club agents						
(3) Agricultural agents		14				
(4) State extension workers		1	1	3		
113. Number of communities in which work was conducted this year		30	30	30	20	
114. Number of voluntary local leaders or committeemen assisting this year		35	41	41	26	
115. Number of families assisted this year--			115(g) FOOD PRESERVATION BY ADULTS			
(a) In improving diets	65		115(g) FOOD PRESERVATION BY ADULTS			
(b) With food preparation	425		Fruits (a)	Vegetables (b)	Meats and fish (c)	
(c) In improving food supply by making changes in home food production:						
(1) Of vegetables	125		1. Quarts canned	49,518	48,420	19,431
(2) Of fruits	25		2. Gallons brined			
(3) Of meats	15		3. Pounds: Dried ¹	25		
(4) Of milk	10		4. Cured ²			89,750
(5) Of poultry and eggs	85		5. Stored			
(d) With home butchering, meat curing or curing	2		6. Frozen ³	4,281	3,681	4,881
(e) With butter or cheese making	2		7. Number of different families represented by the above figures			520
(f) With food preservation problems:			115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS			
(1) Canning	170			Fruits (a)	Vegetables (b)	Meats and fish (c)
(2) Freezing	110		1. Quarts canned	2848	4327	25
(3) Drying			2. Gallons brined			
(4) Storing	25		3. Pounds: Dried ¹			
(g) In producing and preserving home food supply according to annual food-supply budget	5		4. Cured ²			
(h) In canning according to a budget	23		5. Stored			
(i) With child-feeding problems	2		6. Frozen ³	150	51	
(j) In the prevention of colds and other common diseases						
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)						300
(l) With first-aid or home nursing						250
(m) In removing fire and accident hazards						4
116. Number of schools assisted this year in establishing or maintaining hot school lunches						
117. Number of nutrition or health clinics organized this year through the efforts of extension workers						

¹ Form of the substance minus duplications due to families participating in more than one activity.

² Weight of finished product after drying.

³ Weight of product before curing.

⁴ Include contents of locker plants and home freezer units.

⁵ Do not include vine-matured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and sister youth		Home management—family economics (b)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
117. Days devoted to line of work by—	(1) Home demonstration agents	71	56		6
	(2) 4-H Club agents				
	(3) Agricultural agents				
	(4) State extension workers	7 1/2	4 3/4		
119. Number of communities in which work was conducted this year		30	30		13
120. Number of voluntary local leaders or committeemen assisting this year		31	47		3
Home Management—Family Economics—Continued		Clothing and Textiles—Continued			
121. Number of families assisted this year—	127. Number of families assisted this year with—				
(a) With time-management problems	(a) Clothing-construction problems	350			110
(b) With home accounts	(b) The selection of clothing and textiles	2			375
(c) With financial planning	(c) Care, renovation, remodeling of clothing	10			125
(d) In improving use of credit for family living expenses	(d) Clothing accounts or budgets	53			75
(e) In developing home industries as a means of supplementing income	128. Number of families assisted this year—	110			
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	(a) With child-development and guidance problems	3			
(a) Food	(b) In improving family relationships				
(b) Clothing	129. Number of families providing recommended clothing, furnishings, and play equipment for children this year				210
(c) Housefurnishings and equipment	130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men				130
(d) General household supplies	(b) Women				
123. Number of families assisted this year through cooperative associations or individually, with the buying of—	131. Number of children in families represented by such individuals				
(a) Food	Recreation and Community Life—Continued				
(b) Clothing	132. Number of families assisted this year in improving home recreation				10
(c) Housefurnishings and equipment	133. Number of communities assisted this year in improving community recreational facilities				2
(d) General household supplies	134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs				4
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	135. Number of communities assisted this year in establishing—	75			3
125. Number of families assisted this year with "making versus buying" decisions	(a) Club or community base	112			
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	(b) Permanent camp				
NOTE.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.	(c) Community rest rooms				
	136. Number of communities assisted this year in providing library facilities	85			12
	137. Number of school or other community grounds improved this year according to recommendations				1

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

The sum of the projects is therefore greater than the number of different club members enrolled)

Project	Number of boys enrolled	Number of girls enrolled	Number of boys completing	Number of girls completing	Number of units involved in completed projects	
138. Corn	12		2		6	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	1		1		4	Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits	1		1		3/4	Acres
147. Home gardens	40	2	11	2	5 1/2	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops (including pasture improvement)						Acres
150. Poultry (including turkeys)	11	2	3	2	24	Birds
151. Dairy cattle	4					Animals
152. Beef cattle	12	3	12	3	21	Animals
153. Sheep	8		7		40	Animals
154. Swine	36		6		16	Animals
155. Horses and mules						Animals
155a. Rabbits						Animals
156. Other livestock						Animals
157. Bees	1		1		13	Colonies
158. Beautification of home grounds						XXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (game and fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity, tractor						Articles made
162. Farm management						Articles repaired
163. Food selection, preparation, and/or baking		223		192		Meals planned
164. Food preservation. (Include frozen foods)		50		50	6142	Meals served
165. Health, home nursing, and first aid					5074017276	Quarts preserved
165a. Child care						XXXXXXXXXXXX
166. Clothing		137		122	35	Garments made
167. Home management (housekeeping)		218		168	16	Garments remodeled
168. Home furnishings and room improvement		25		15	168	Units
169. Home industry, arts and crafts						Rooms
170. Junior leadership						Articles
171. All others						XXXXXXXXXXXX
172. Total (project enrollment and completion)	128122	650	44	564		XXXXXXXXXXXX

117. List (include dates) any other projects or activities:

117.78 appear

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs 13
174. Number of different 4-H Club members enrolled: (a) Boys 121 (b) Girls 317
175. Number of different 4-H Club members completing: (a) Boys 44 (b) Girls 270
176. Number of different 4-H Club members in school: (a) Boys 121 (b) Girls 317
177. Number of different 4-H Club members out of school: (a) Boys 0 (b) Girls 0
178. Number of different 4-H Club members from farm homes: (a) Boys 103 (b) Girls 317
179. Number of different 4-H Club members from nonfarm homes: (a) Boys 18 (b) Girls 110

Number of Different 4-H Club Members Enrolled:

	By years		181. By ages		
	Boys (a)	Girls (b)		Boys (a)	Girls (b)
1st year	<u>94</u>	<u>213</u>	10 and under	<u>14</u>	<u>43</u>
2d	<u>17</u>	<u>68</u>	11	<u>10</u>	<u>44</u>
3d	<u>7</u>	<u>25</u>	12	<u>25</u>	<u>70</u>
4th	<u>3</u>	<u>10</u>	13	<u>23</u>	<u>76</u>
5th			14	<u>24</u>	<u>43</u>
6th			15	<u>11</u>	<u>25</u>
7th		<u>1</u>	16	<u>9</u>	<u>10</u>
8th			17	<u>1</u>	<u>5</u>
9th			18	<u>4</u>	<u>1</u>
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 102 (f) Fire and accident prevention 445
- (b) Giving demonstrations 102 (g) Wildlife conservation 102
- (c) Recreational leadership 102 (h) Keeping personal accounts 102
- (d) Music appreciation 102 (i) Use of economic information 102
- (e) Health 102 (j) Soil and water conservation 138
- (k) Forestry 27
183. Number of 4-H Club members having health examination because of participation in the extension program.
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs.

WORK WITH OLDER RURAL YOUTH²

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth 1
186. Membership in such groups: (a) Young men 40 (b) Young women 1
187. Number of members by school status and age:
- | | 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 | | <u>24</u> | <u>16</u> | <u>5</u> | <u>15</u> | <u>20</u> |
| (2) Young women | | | | | | |

188. Number of meetings of older rural youth extension groups 3
189. Total attendance at such meetings 92
190. Number of other older rural youth groups assisted.
191. Membership in such groups: (a) Young men (b) Young women
192. Number of older rural youth not in extension or other youth groups assisted: (a) Young men (b) Young women
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications): (a) Young men 40 (b) Young women 1

194. Check column showing approximate portion of older-youth program devoted to—

	Under 10 percent (a)	10-40 percent (b)	40-60 percent (c)	60 percent or more (d)
(1) Citizenship, democracy, and public problems		X		
(2) Vocational guidance		X		
(3) Family life and social customs				
(4) Social and recreational activities		X		
(5) Community service activities		X		
(6) Technical agriculture				X
(7) Technical home economics, including nutrition and health				

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.

² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

³ Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

	Home demonstration agents (1)	4-H Club agents (2)	Agricultural agents (3)	Home demonstration agents (4)	4-H Club agents (5)	Agricultural agents (6)	Home demonstration agents (7)	4-H Club agents (8)	Agricultural agents (9)
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									20
197. Number of voluntary local leaders or committeemen assisting this year									15

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (1)	4-H Club agents (2)	Agricultural agents (3)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)			
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			
(4) Other war work (including collection of salvage material)			

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	Assistants to Veterans (1)	U. S. D. A. Councils (2)	Farm Credit Administration (3)	Employment Service (4)	Production and Marketing Administration (5)	Soil Conservation Service (6)	Farmers Home Administration (7)	Rural Electrification Administration (8)	Tennessee Valley Authority (9)	Social Security, Public Health, Children's Bureau (10)	Other Agencies (11)
199. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents	15	1			30	20	2	3	25		
(4) State extension workers											
200. Number of communities in which work was conducted this year	15				30	20	7	5	20		
201. Number of voluntary local leaders or committeemen assisting this year	6								20		
202. Number of meetings participated in this year by extension workers	3				6	2	1	1	1		

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
 - ✓ A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
 - ✓ A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
6. 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.
7. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
8. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
9. 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.
10. 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.
11. 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.
12. *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.
13. 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.
14. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
15. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
16. 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.
17. 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.
18. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
19. 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.
20. 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.
21. 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.
22. *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.
23. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.