

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

## COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Henrico

#### REPORT OF

Lulu B. Pruitt From Dec. 1, 1951, to Nov. 30, 1952  
(Name) Home Demonstration Agent.

Youtta B. Bell From Jan. 3, 1952, to May 17, 1952  
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  
Agricultural Agent.

From 19 to 19  
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 most important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, circular letters, or other exhibits to illustrate successful teaching methods. Do not make the annual report a scrapbook.

#### STATISTICAL SUMMARY

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

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

**GENERAL ACTIVITIES**

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
1.	Months of service this year (agents and assistants)	16 1/2			XXXXXXXXXX
2.	Days devoted to work with adults *	176			XXXXXXXXXX
3.	Days devoted to work with 4-H Clubs, and young men and women (older youth) †	133			XXXXXXXXXX
4.	Days in office †	161			XXXXXXXXXX
5.	Days in field †	148			XXXXXXXXXX
6.	Number of farm or home visits made in conducting extension work †	188			188
7.	Number of different farms or homes visited	66			66
8.	Number of calls relating to extension work (1) Office (2) Telephone	40			40
		302			302
9.	Number of news articles or stories published †	6			6
10.	Number of bulletins distributed	35			35
11.	Number of radio talks broadcast or prepared for broadcasting	1			1
12.	Training meetings held for local leaders or committeemen (1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number	12		12
		Total attendance	13		13
		(b) Men of leaders	139		139
		(c) Women			
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12) (1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number	75		75
		(b) Total attendance	723		723
		(a) Number	38		38
		(b) Total attendance	1080		1080
14.	Number of adult result demonstrations conducted	8			8
15.	Meetings held at such result demonstrations	(1) Number	1		1
		(2) Total attendance	7		7
16.	Tours conducted (1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number	✓		✓
		(b) Total attendance	✓		✓
		(a) Number	✓		✓
		(b) Total attendance	✓		✓
17.	Achievement days held (1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number	1		1
		(b) Total attendance	130		130
		(a) Number	3		3
		(b) Total attendance	122		122

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

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

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

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

¶ 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 <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
18. Encampments held (report attendance for your county only) <sup>3</sup>	(1) Farm women	(a) Number	✓			✓
		(b) Total members attending	✓			✓
	(2) 4-H Club and young men and women (older youth)	(a) Number	✓			✓
		(b) Total boys 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		24		24
		(b) Total attendance		304		304
	(2) 4-H Club and young men and women (older youth)	(a) Number		15		15
		(b) Total attendance		339		339
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		37		37
		(b) Total attendance		371		371
	(2) 4-H Club and young men and women (older youth)	(a) Number		20		20
		(b) Total attendance		546		546

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

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

<sup>3</sup> 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)	123
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	✓
23. Number of farms involved in preceding question which were reached this year for the first time	✓
24. Number of nonfarm families making changes in practices as a result of the agricultural program	✓
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	66
26. Number of farm homes involved in preceding question that were reached this year for the first time	66
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	85
28. Number of other homes involved in preceding question that were reached this year for the first time	85
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178)	50
30. Number of other homes with 4-H Club members enrolled. (Related to question 179)	184
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	82
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	195

## 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.....                                       | (2) No. of members..... | ✓  |
| (b) Agricultural.....                      | (1) Name <u>County Advisory Board</u>               | (2) No. of members..... | 47 |
| (c) Home demonstration.....                | (1) Name <u>County Home Demonstration Committee</u> | (2) No. of members..... | 20 |
| (d) 4-H Club.....                          | (1) Name <u>4-H Junior Council</u>                  | (2) No. of members..... | 61 |
| (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 <u>27</u> | (b) Home demonstration <u>20</u> | (c) 4-H Club <u>35</u> | (d) Young men and women (older youth)..... | 18 |
|----------------------------|----------------------------------|------------------------|--|----|
35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods)..... 13
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 10
37. Number of clubs or other groups organized to carry on adult home demonstration work..... 177
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>9</u>    | (b) 4-H Club and work with young men and women (older youth)..... | (1) Men.....        | (3) Older club boys.....  |
|                     | (2) Women <u>66</u> |   | (2) Women <u>17</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 other 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 <sup>1</sup> (a)	County agricultural planning <sup>1</sup> (b)	Total <sup>1</sup> (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents.....	✓	✓	113
(2) 4-H Club agents.....	✓	✓	✓
(3) Agricultural agents.....	✓	✓	✓
(4) State extension workers.....	✓	✓	13
48. Number of planning meetings held.....			
(1) County.....	✓	✓	10
(2) Community.....	✓	✓	66
49. Number of unpaid voluntary leaders or committeemen assisting this year.....	✓	✓	29
50. Days of assistance rendered by voluntary leaders or committeemen.....	✓	✓	

<sup>1</sup> 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	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										
(4) State extension workers										
52. Number of communities in which work was conducted this year										
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed										
(2) The use of lime										
(3) The use of fertilizers										
(4) Controlling plant diseases										
(5) Controlling injurious insects										
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

**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	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock <sup>1</sup>
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
(1) Home demonstration agents	✓	✓	✓	✓	✓	✓	✓
(2) 4-H Club agents							
(3) Agricultural agents							
(4) State extension workers							
56. Number of communities in which work was conducted this year							
57. Number of voluntary local leaders or committeemen assisting this year							
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		X X X X X
(4) Improving methods of feeding							
(5) Controlling external parasites							
(6) Controlling diseases and internal parasites							
(7) Controlling predatory animals							

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

**CONSERVATION OF NATURAL RESOURCES<sup>1</sup>**

Include all work with adults, 4-H Club members, and young men and women (older youth)		Soil and water (a)	Forestry (b)	Wildlife (c)
62. Days devoted to line of work by—				
(1) Home demonstration agents		✓	✓	✓
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
63. Number of communities in which work was conducted this year				
64. Number of voluntary local leaders or committeemen assisting this year				
<b>Soil and Water—Continued</b>		<b>Forestry—Continued</b>		
65. Number of farmers assisted this year—		67. Number of farmers assisted this year—		
(a) With problems of land use		(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)		
(b) In the use of crop rotations		(b) In making improved thinnings, weedings or pruning of forest trees		
(c) With strip cropping		(c) With selection cutting		
(d) In constructing terraces		(d) With production of naval stores		
(e) In grassing waterways or otherwise preventing or controlling gullies		(e) With production of maple-sirup products		
(f) With contour farming of cropland		(f) In timber estimating and appraisal		
(g) In contouring pasture or range		68. Number of farmers cooperating this year in prevention of forest fires		
(h) In the use of cover or green-manure crops		<b>Wildlife—Continued</b>		
(i) In otherwise controlling wind or water erosion		69. Number of farmers assisted this year—		
(j) In summer-fallowing		(a) In construction or management of ponds for fish		
(k) In making depth-of-moisture tests		(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock		
(l) With drainage		(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders		
(m) With irrigation		(d) With other plantings for food and protection in wild-life areas		
(n) With land clearing				
66. Number of farmers—				
(a) In soil-conservation districts which were assisted with education for organization or operations this year				
(b) Assisted in arranging for farm-conservation plans this year				
(c) Assisted in doing work based on definite farm-conservation plans this year				

<sup>1</sup> Include nature study.

### FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (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)	(c)	(e)	(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.....			
71. Number of communities in which work was conducted this year.....				
72. Number of voluntary local leaders or committeemen assisting this year.....				
73. Number of farm-survey records taken during the year; in—	(a) Farm business.....	75. Number of farmers assisted this year—Continued.		
	(b) Enterprise.....	(e) In getting started in farming, or in re-		
	(c) Other.....	locating.....		
74. Number of farmers assisted this year in keeping—	(a) Farm inventory.....	(f) With credit problems (debt adjustment and financial plans).....		
	(b) General farm records.....	(g) In using "outlook" to make farm adjust-		
	(c) Enterprise records.....	ments.....		
75. Number of farmers assisted this year—		(A) With a farm-income statement for tax		
(a) In developing a farm plan only.....		purposes.....		
(b) In developing a farm and home plan.....		(j) With farm-labor problems.....		
(c) In analyzing the farm business.....		(j) In developing supplemental sources of in-		
(d) In improving landlord-tenant relations and leasing arrangements.....		come.....		

### GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and young men and women (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 (sanitation, 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 work 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.....				
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.....				

<sup>1</sup> 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 (below youth)	General	Grain and hay	Livestock and wool	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment <sup>2</sup>
	(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 <sup>3</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>3</sup> assisted during the year											
88. Number of members <sup>2</sup> 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 <sup>4</sup> pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year											✓
94. Number of marketing facilities improvement programs <sup>4</sup> participated in or conducted this year											✓
95. Number of marketing surveys assisted with or conducted this year											✓
96. Number of special merchandising programs <sup>4</sup> participated in or conducted this year											✓
97. Number of consumer information programs <sup>4</sup> pertaining to marketing and distribution participated in or conducted this year											✓
98. Number of programs <sup>4</sup> relating to marketing services and costs of distribution conducted this year											✓
99. Number of programs <sup>4</sup> relating to transportation problems conducted this year											✓
100. Number of programs <sup>4</sup> relating to the specific use of market information conducted this year											✓
101. Number of other marketing programs <sup>4</sup> conducted this year (specify)											✓

<sup>1</sup> Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or heding purposes.

<sup>2</sup> Where a cooperative association serves more than one county, include only the members living in the county covered by this report.

<sup>3</sup> 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)
<b>102. Days devoted to line of work by—</b>				
(1) Home demonstration agents.....	39	✓	✓	✓
(2) 4-H Club agents.....	✓	✓	✓	✓
(3) Agricultural agents.....	✓	✓	✓	✓
(4) State extension workers.....	6	✓	✓	✓
<b>103. Number of communities in which work was conducted this year.....</b>	9	✓	✓	✓
<b>104. Number of voluntary local leaders or committeemen assisting this year.....</b>	9	✓	✓	✓
<b>The House, Furnishings, and Surroundings—Continued</b>				
<b>105. Number of families assisted this year in—</b>	✓			✓
(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.....	75			✓
(h) Improving arrangement of rooms (other than kitchens).....	✓			✓
(i) Improving methods of repairing, remodeling, or refashioning furniture or furnishings.....	43			✓
(j) Selecting housefurnishings or equipment (other than electric).....	26			✓
(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.....	✓			✓
(p) Planting windbreaks or shelterbelts.....	✓			✓
<b>Rural Electrification—Continued</b>				
		<b>106. Number of ASSOCIATIONS organized or assisted this year to obtain electricity. (Report associations, not individual members).....</b>		✓
		<b>107. Number of families assisted this year in—</b>		
		(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.....		✓
<b>Farm Buildings—Continued</b>				
		<b>108. Number of farmers assisted this year in—</b>		
		(a) The construction of farm buildings.....		✓
		(b) Remodeling or repairing farm buildings.....		✓
		(c) Selection or construction of farm-building equipment.....		✓
<b>Farm Mechanical Equipment—Continued</b>				
		<b>109. Number of farmers assisted this year in—</b>		
		(a) The selection of mechanical equipment.....		✓
		(b) Making more efficient use of mechanical equipment.....		✓
		<b>110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....</b>		✓
		<b>111. Number of gin stands assisted this year in the better ginning of cotton.....</b>		✓

**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 stores (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	✓	1	129	27
(2) 4-H Club agents	✓			
(3) Agricultural agents	✓	✓		✓
(4) State extension workers	✓	1	4	✓
113. Number of communities in which work was conducted this year.	✓	✓	13	13
114. Number of voluntary local leaders or committeemen assisting this year.	✓	✓	27	18
115. Number of families assisted this year—				
(a) In improving diets				151
(b) With food preparation				177
(c) In improving food supply by making changes in home food production—				✓
(1) Of vegetables				✓
(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.				✓
Note.—This total should not be less than the largest subitem.				
(d) With home butchering, meat cutting or curing				✓
(e) With butter or cheese making				✓
(f) With food-preservation problems in—				✓
(1) Canning				✓
(2) Freezing				✓
(3) Drying				✓
(4) Storing				✓
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving.				✓
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				173
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				173
(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.
- (a) Food
  - (b) Clothing
  - (c) Housefurnishings and equipment
  - (d) General household supplies
123. Number of families assisted this year through cooperative associations<sup>1</sup> 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 8.

**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 assembly 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.

<sup>1</sup> 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.  
<sup>2</sup> 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					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					Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops (including pasture improvement)					Acres
150. Poultry (including turkeys)					Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine					Animals
155. Horses and mules					Animals
155a. Rabbits					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (game and fur animals)					XXXXXXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity, tractor					{ Articles made Articles repaired
162. Farm management					XXXXXXXXXXXXXXXXXX
163. Food selection, preparation, and/or baking	1.09	125	63	95	{ 368 Meals planned 684 Meals served
164. Food preservation. (Include frozen foods)					{ Quarts canned
165. Health, home nursing, and first aid					xx { Quarts frozen <sup>1</sup>
165a. Child care					xx { Pounds frozen <sup>1</sup>
166. Clothing					{ Garments made Garments remodeled
167. Home management (housekeeping)					Units
168. Home furnishings and room improvement					Rooms
169. Home industry, arts and crafts					Articles
170. Junior leadership					XXXXXXXXXXXXXXXXXX
171. All others					XXXXXXXXXXXXXXXXXX
172. Total (project enrollment and completion)	1.09	125	63	95	XXXXXXXXXXXXXXXXXX

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

121. 4-H CLUB MEMBERSHIP<sup>1</sup>

173. Number of 4-H Clubs (do not count the same club more than once) 8
174. Number of different 4-H Club members enrolled (a) Boys 109 (b) Girls 125
175. Number of different 4-H Club members completing (a) Boys 63 (b) Girls 95
176. Number of different 4-H Club members in school (a) Boys 109 (b) Girls 125
177. Number of different 4-H Club members out of school (a) Boys — (b) Girls —
178. Number of different 4-H Club members from farm homes (a) Boys 24 (b) Girls 26
179. Number of different 4-H Club members from nonfarm homes (a) Boys 85 (b) Girls 99

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)		Girls (b)		181. By ages	Boys (a)		Girls (b)	
1st year	46	43	10 and under	26	20				
2d	63	82	11	21	36				
3d			12	30	33				
4th			13	14	17				
5th			14	11	9				
6th			15	4	2				
7th			16	1	3				
8th			17	1	2				
9th			18	1	2				
10th and over			19		1				
			20 and over						

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging  (f) Fire and accident prevention
- (b) Giving demonstrations 54 (g) Wildlife conservation
- (c) Recreational leadership  (h) Keeping personal accounts
- (d) Music appreciation  (i) Use of economic information
- (e) Health 234 (j) Soil and water conservation
- (k) Forestry
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. 5

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=e—the sum of d+e+f=186 (a). Also the sum of (2) a+b+c—the sum of d+e+f=186 (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   
(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   
(b) Young women

194. Question discontinued.

<sup>1</sup> 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.

<sup>2</sup> Report the total number of different boys or girls involved in club work. This total should equal the sum of the 190's and 191's reported on page 14, 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.

<sup>3</sup> 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)	Insects (e)	General-beeher Insects <sup>1</sup> (f)	All other work (g)
195. Days devoted to line of work by—			
(1) Home demonstration agents	✓	✓	✓
(2) 4-H Club agents	✓	✓	✓
(3) Agricultural agents	✓	✓	✓
(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	✓	✓	✓	✓	✓	✓	1	✓	✓	✓	6
(2) 4-H Club agents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(3) Agricultural agents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(4) State extension workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200. Number of communities in which work was conducted this year	✓	✓	✓	✓	✓	✓	1	✓	✓	✓	10
201. Number of voluntary local leaders or committeemen assisting this year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
202. Number of meetings participated in this year by extension workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

<sup>1</sup> Includes grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

### TERMINOLOGY

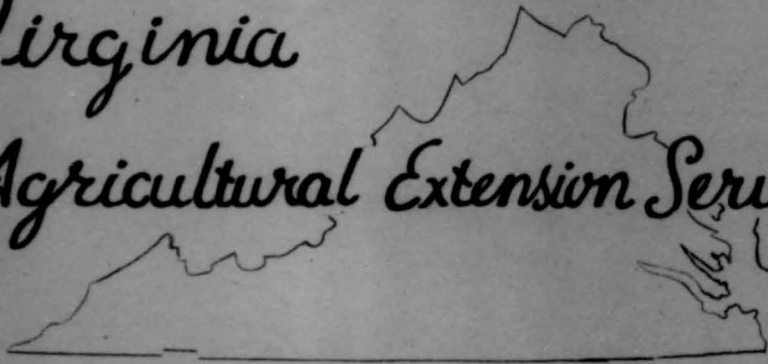
If extension reports are to convey the intended information, it is important that the terminology employed be that generally accepted by members of the extension teaching profession everywhere. Precise use of extension terms is an obligation each extension worker owes to the other members of his or her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

#### DEFINITIONS OF EXTENSION TERMS

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

1952

Virginia  
Agricultural Extension Service



ANNUAL REPORT  
HOME DEMONSTRATION WORK  
1952

LULU B. FRUITT

agent

YOUTHIA B. BELL

asst. agent

HEMICO

county

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## ANNUAL NARRATIVE REPORT

I. THE COUNTY SITUATION AS IT AFFECTED THE 1952 PROGRAM

There are 123 Negro farm families in Henrico County engaged in general farming. The pattern of life in the county is rapidly changing due to the consolidation of some of the schools; the transportation facilities that are available to all sections of the county; taking the people into the city of Richmond to do domestic labor and work in industrial plants in and around Richmond. The transportation facilities make the work more attractive in the city. According to the 1945 census there were 196 farm families, but the 1950 census shows only 123 farm families in the 247 square miles. Only a very few of these families make their entire living from the farm.

With a number of the mothers working outside of their homes, they need to know the things to do in order to help all the members of their families maintain good health. Many of these mothers try to grow home gardens, raise poultry and some livestock.

Because they live so close to the city, quite a few of the families in the four districts of the county sell flowers and vegetables on the city market.

The 19 churches aid the agent in reaching more people in the county.

A large percentage of the families work during the day, thus most of the home demonstration meetings are held at night. To have an effective program, leader training meetings are also held at night.

II. CONTRIBUTIONS OF THE 1952 PROGRAM TO BETTER FAMILY LIVING

The 1952 program stressed "Better Health" as the 1952 goal. There are many factors which promote good nutrition and good health. Demonstrations were given on many phases of food with the idea of bringing about better family living. The families were helped to plan better meals; prepare foods to get more nutritional value from them; serve meals more attractively; and learn the best ways of having recreational fun. The work was planned by the County Home Demonstration Committee from the existing needs of the families, home visits and other contacts made in the county. With the assistance of leaders and an Assistant Home Agent, (Miss Youtha B. Bell for four and one half months) demonstrations were given and discussions held on the following phases of homemaking to adult and 4-H groups: Adult - 1) Salads, 2) Meal Planning, 3) Planning For The Sick, 4) Table Service and Manners, 5) Vegetable Cookery, 6) Simple Refreshments, 7) Kitchen Improvement, and 8) Homemade Mixes -- 4-H- 1) Basic 7, 2) Milk Drinks, 3) Setting The Table, 4) How To Measure, 5) Rules of Eating, 6) Washing Dishes, 7) The Common Cold, 8) First Aid Kit, 9) Traffic Rules, and 10) Cleanliness.

Leaders have done a fine job in giving demonstrations in their clubs. The 29 leaders gave 51 demonstrations and led 25 discussions this year compared to 24 demonstrations and 12 discussions last year. Many of the leaders stated that they enjoy attending the leader training meetings and that they get great pleasure out of giving demonstrations. Fifty-four demonstrations were given by 4-H members this year showing a big improvement over last year.

The exhibits during National Home Demonstration Week and the County Fair and the 4-H Achievement Day Program showed that the leaders had helped a great deal in carrying the program to the people. During National Home Demonstration Week nine of the ten adult clubs were represented. At the County Fair all 10 Home Demonstration Clubs and 5 of the eight 4-H clubs participated. Three of the 4-H clubs had Achievement Day Programs.

The Special Interest Meetings on Refinishing and Upholstering Furniture and Slip Covers proved to be of much value to those attending. Three chairs were used for the refinishing and upholstering jobs and one slip cover was made.

One of the home demonstration clubs had a picnic during the month of August for recreational fun.

Reports were received from 4-H and home demonstration members which help to see just how well the program was carried over to them. Even though some progress has been made during the year, these reports show that there is still room for improvement in better family living.

### III. ADULT PROJECT WORK

#### Foods and Nutrition

Since many factors promote good nutrition and good health, the objectives outlined at the beginning of the year were as follows: 1) to help rural families plan in their gardens, foods that are needed for the body; 2) to help rural families learn the best ways of planning meals to fit the budget and have the nutritional requirements; 3) to help rural families share responsibilities, get satisfaction and pleasure in planning, marketing, preparing and serving meals;

4) to help rural families appreciate and realize the value of good health; 5) to teach rural families that cleanliness in handling food is very essential to good health.

To carry out these objectives the following work was done in the clubs:

#### Salads

Ten demonstrations were given on salads to the nine organized home demonstration clubs and to a new group that was later organized. Four of these demonstrations were given by leaders who attended meetings where the home agent was giving the demonstration to see what was done. Six of the demonstrations were given by the home agent. Salads are becoming more important in the daily menu from a nutritional standpoint, and because they are colorful and attractive they appeal more to the appetite. The women were shown salads that may be used as a first course, as an accompaniment salad, as a main dish, and as a dessert. General directions for making salads were given and the recipes were distributed to 89 women. As a result of these demonstrations 35 of the women have reported using more salads in their meals and using some new foods that they had not been using before.

#### Meal Planning

To help reach the goal of "Better Health" meal planning was decided in 1951 as the long time goal. There was a continuation of the work from last year. Seventy-five members in 10 home demonstration clubs discussed their meal planning problems and they were shown better ways of trying to solve them. The "Basic 7" was discussed and different

types of meals planned to show the women how to have variety in foods served, pleasing combinations of color and flavors, the form in which food appears and the texture of foods that are combined. Scoring was done again this year by all women present on meals for one day to get an idea of how the women were using the information received from the demonstrations.

There were 8 meal planning demonstrators this year who kept some records of the meals planned and served, and the cost of the food. They also made mention of new foods that were added. The demonstrators showed they had made some improvement, but there is still a lot to be done. From the scoring done by the 75 women and reports from 35, great improvement is noted in meal planning by having variety in meals, making meals attractive and planning more than one meal at a time. Realizing the need for more and greater improvement, the work will be carried on for another year.

#### Planning For The Sick

Ten demonstrations were given on planning for the sick in 10 home demonstration clubs - 8 by leaders, and 2 by the assistant home agent. Eighty-seven women were shown how to make patient more comfortable; things to think about in preparing food; how to select food for a sick person; how to serve food, and the different types of diets used. These demonstrations came at a much needed time as there was quite a bit of sickness among the people in the county. After the demonstrations, many of the women expressed themselves as to how they had benefitted from the information given. From the reports received 51 women made use of the information on

making patient more comfortable, preparing more attractive trays, and using variety in the diets.

Table Service and Manners

"Good manners is the only key that will open the door to social success and often times fit the door of success in business as well". With this in mind good manners can do much for one. Ten demonstrations were given on table service and manners - six by leaders, three by the home agent and one by the assistant home agent. There were 130 women who received information on good manners at the table. They were shown how to use the napkin and silver, what foods are eaten from the fingers, and how to set the table using silence cloth, table cloth or table covers, runners, centerpieces or doilies and decorations. There was a great deal of interest in these demonstrations because many of the women stated that they are often invited out to a meal and needed more information on the correct thing to do. As a result of these demonstrations 82 women reported that they have made improvement in their manners and their tables are much more attractive.

Vegetable Cookery

Nine demonstrations on vegetable cookery were given by leaders to nine of the home demonstration clubs. Eighty-eight women were shown how to select and prepare the different kinds of vegetables and the different methods of cooking vegetables. Three vegetables that are not used often were used in these demonstrations - carrots, spinach, and cabbage. As a result of these demonstrations, 54 of the women reported using more vegetables in the menu, adding new vegetables and using some vegetables that the members of

the family disliked at first. One home demonstration member remarked only recently that the members of her family did not like cabbage, but since learning new ways of preparing it she does not have any trouble getting her family to eat cabbage.

Homemade Mixes

Since the majority of the home demonstration women work out, a good homemade mix was found to be very helpful. Ten demonstrations were given to 100 women - leaders giving 8 of the demonstrations and the home agent giving 2. The women were shown how to make the Master Mix and how to make biscuits, cookies or cake from it. They were given the bulletin on Homemade Mixes and told how to make other products from the mix. Many of the women said they could not make good biscuits, but after learning about the Master Mix they do not have any trouble at all and the members of the family enjoy the biscuits better. At present 19 of the women report that they keep the Master Mix on hand and find it so easy to have hot bread or some dessert quickly.

Simple Refreshments

Simple refreshments was a club choice. Eight demonstrations were given by leaders to 84 women. Suggestions were made for easy entertaining and the women were shown how to make different kinds of sandwich fillings, sandwiches for different occasions, a foundation punch and other beverages and how to serve the refreshments. During the summer months the women had a chance to carry out some of the information received from the demonstrations. They will be able to use some of the ideas during the Thanksgiving and Christmas holidays. The 43 women reporting stated that they found simple

refreshments easy to fix and inexpensive. It also gave them more time by doing some of the things the day before.

Home Management

Kitchen Improvement was also a club choice. The objectives for Kitchen Improvement were: 1) to help rural women acquire a desire for improving their kitchens for comfort, convenience and efficiency in preparing and serving food and doing other tasks; 2) to create a desire on the part of the homemaker to use colors in the kitchen because they look clean and gay; 3) to teach rural women the value of having the right equipment; 4) to help rural women know what should be used on kitchen walls and floors; 5) to teach rural women how to save steps in the kitchen.

Nine demonstrations were given to 75 women on Kitchen Improvement - 8 by leaders and one by the home agent. The women were shown just how many unnecessary steps are made in the kitchen, how to cut down on those steps by rearranging the equipment; shown the different types of floors used; and when to use and not use certain colors in kitchens. The women drew plans of their kitchens and all were discussed and suggestions made as to arranging the equipment for saving steps. These demonstrations created a lot of interest in kitchens. At present there is only one demonstrator who plans to make improvement in her kitchen very soon. Pictures will be taken before and after to show improvement in what was done. It is hoped there will be more demonstrators in the new year to show the women the advantage of having a well-arranged kitchen. There were only 31 women who reported making some change in their kitchens.

IV. SPECIAL INTEREST ACTIVITIES

The objectives of the special interest activities are:

- 1) to help rural women develop a desire to refinish and upholster their furniture; 2) to teach rural women the value of making slip covers for their furniture for protection, beauty, and comfort.

Refinishing and Upholstering Furniture

The women were anxious to make use of some old pieces of furniture they had on hand, so in their planning meeting they decided to have an upholstering and refinishing furniture workshop as a Special Interest Activity. This workshop was held with 43 persons attending and 16 of these worked on an old couch and 2 chairs. This workshop was held at Virginia Randolph High School, Glen Allen, Virginia in cooperation with the Industrial Arts Instructor, Mr. M. J. Robinson. The Industrial Art boys worked diligently on making tables to be used as end tables with the old couch. The Principal, Mr. U. L. Oliver, has also been very cooperative with the Extension Program.

Those persons in attendance were shown how to put on webbing, how to salvage springs from an old automobile seat to use in a chair, tie springs, remove paint, and build up the chair to completion.

One person attending this workshop was not a member of any Home Demonstration Club, but since that time has joined the club in her community. Many of those attending were quite enthusiastic in praise of benefits received from the workshop and seemed very anxious to put this information into practice. Eight women have reported refinishing or upholstering 8 chairs.

Slip Covers

A slip cover demonstration was held for 26 women at the Phyllis Wheatly YWCA in Richmond, Virginia with Mrs. E. G. McAllister, Local Home Demonstration Agent of Hanover County, in charge. These women represented 8 communities in the county. Great interest was manifested by the women present as was shown by the questions asked. The women were told why we use slip covers. They were taught how to measure to determine the amount of material needed, how to cut, sew, and fit the cover. One chair was used in the demonstration. They all agreed that they had learned much from the demonstration. Eight slip covers have been made so far and others attending the meeting plan to make covers in the near future.

V. OTHER ACTIVITIES - ADULT

National Home Demonstration Week - Achievement Day Program

National Home Demonstration Week was observed in May with 9 of the 10 clubs from the 4 districts represented. Each club had an exhibit on some phase of the work done during the year. There was a big improvement in the exhibits as compared to those of last year. There was a buffet supper followed by a program with Mrs. T. T. Hewlett, Assistant District Agent, telling how to "Make a Budget"; Mr. Ross W. Newsome, State Agent, giving points on "Life Insurance"; and Attorney C. A. Lewis of Richmond, Virginia discussing "Wills and Deeds". Miss Youtha B. Bell, Assistant Local Home Agent, gave the purpose of National Home Demonstration Week and 3 of the agents from adjoining counties - Hanover, Chesterfield, and Sussex, assisted in judging of exhibits. Recognition of leaders was

was given and awards made.

The program this year has helped the Extension work in the county a great deal. Every effort was made to make it a success. Those in attendance stated over and over again how they enjoyed the program and how glad they were to get the very helpful information from all the speakers.

#### County Fair

The Annual County Fair was held in September at Virginia Randolph High School, Glen Allen, Virginia with approximately 1000 men, women, boys, and girls attending. Each school, Home Demonstration, and 4-H Club had exhibits centered around "Nutrition". For the School Exhibits prizes were given to the following: Virginia Randolph, 1st; Coal Pit, 2nd; and Gravel Hill, 3rd. In the Home Demonstration Clubs, Glen Allen took first prize with Zion Town second, and St. James third. Coal Pit 4-H Club won first prize, St. James second, and Union third.

Each year improvement is noted in the exhibits, canned foods, and domestic articles.

In the individual articles, Mrs. Alice Holmes of St. James Community and Mrs. Annie Page of Glen Allen Community won the highest amount of premiums.

Plans are being made to start working for the Fair earlier to make the 1953 Fair better than ever.

#### VI. 4-H CLUB PROJECT WORK

##### Foods and Nutrition - Food For Pep And Health

Eight 4-H clubs worked on the "Food for Pep and Health" project with 234 girls and boys enrolled.

The Health part of the project was sponsored by the

Henrico County Tuberculosis Association. This same Henrico County Tuberculosis Association contributed sixty dollars to be used in promoting good project work in "Food for Pep and Health". The objectives of this project were: 1) to help 4-H members develop a desire to know the 7 basic food groups and why it is necessary to eat some food in each group every day; 2) to encourage 4-H members to acquire and develop desirable food and health habits; 3) to teach 4-H members the value of having healthy bodies; 4) to help 4-H members understand the signs of good health; 5) to encourage 4-H members to take an interest in home and community sanitation.

Thirty-eight demonstrations were given to the members on the 7 basic food groups, milk drinks, setting the table, measuring ingredients, rules of eating, washing dishes, cleanliness, the common cold, first aid kit and traffic rules. Fifty-four demonstrations were given by members on the same topics. State Trooper P. A. Johnson showed two films on safety to two of the 4-H Clubs, Fair Oaks and Quicoccasin; and demonstrated a number of traffic rules and showed equipment needed for first aid kits.

The money from the Tuberculosis Association was used to purchase the following materials: three flag sets - one each to Coal Pit, Quicoccasin, and Fair Oaks 4-H Clubs; eight runners and gavels to all eight 4-H clubs; six subscriptions to the 4-H News Magazine for Coal Pit, Fair Oaks, Quicoccasin, Gravel Hill, St. James, and Union 4-H Clubs; and a large 4-H banner that will be used in all county-wide 4-H meetings. These prizes were given according to the work that had been done on the project.

As a result of all the demonstrations, 158 members completed their project by doing the following: 97 making milk drinks, 176 washing dishes every day, 183 preparing school lunch, 158 setting the table every day, 87 learned to eat new foods, 198 drank milk every day, 158 learned the "Basic Seven" food groups.

As the new year for 4-H club work begins, some adults have volunteered to serve as 4-H leaders and with the interest that is shown now, project work for 4-H'ers should be better.

VII. OTHER ACTIVITIES - 4-H

Achievement Day Programs

Three 4-H clubs, Coal Pit, Fair Oaks, and Quiocasin, held Achievement Programs with 122 girls and boys and leaders attending. Each club had an exhibit of work done during the year and a short program. These three clubs were awarded the flag sets for the work they had done on their project. They also received a runner and gavel that was presented to all clubs.

County Fair

Report on County Fair Under OTHER ACTIVITIES - ADULT

VIII. SCOPE OF WORK

	<u>1949</u>	<u>1950</u>	<u>1951</u>	<u>1952</u>
No. H. D. Clubs or Groups	10	10	9	10
Membership	152	154	136	177
No. 4-H Clubs	12	10	6	8
Membership	364	252	282	234
No. YMW Groups	0	0	0	0

	1949	1950	1951	1952
Membership	0	0	0	0
No. of other families reached	232	145	187	195
No. of different families reached	388	223	92	82
No. community clubs			2	2
Membership			25	27

IX. ORGANIZATIONS USED IN 1952 PROGRAM

County Advisory Board

The County Advisory Board with 47 members, representing all adult clubs, 4-H clubs and other interested county workers of the four districts had three meetings this year. They helped to make plans for County-wide affairs and assisted the agent in promoting the Extension program in every community in the county. One delegate was sent to the State Advisory Board meeting in Westmoreland County in September. A splendid report was brought back to the group. The Board continues to encourage the work of the 4-H program by their contributions for prizes and awards for outstanding achievements. The Advisory Board sponsored the Adult Achievement Day Program held during National Home Demonstration Week and cooperated successfully with the County Fair.

County Home Demonstration Committee

The County Home Demonstration Committee, with 20 members, had 4 meetings this year to elect officers, help County Advisory Board with their plans, check on progress being made in the clubs, and to make plans for the new year.

Four of the committee members were sent as delegates to the District Home Demonstration Committee meeting in King William County in April. The County Goal was "Better Health"

one of the goals that was set up by the District Committee.

4-H Junior Council

The 4-H Junior Council met in October with 32 officers, one member and 4 leaders present representing all eight 4-H clubs in the county. Miss Jean Logan, of St. James community, Council President, presided. There was a discussion period on the duties of all officers and the order of procedure in conducting meetings. After group singing the County Plan of Work was discussed. The officers made plans for a Banquet to be held during their Achievement Program in April. A committee, composed of one officer from each club and two leaders, was appointed to work out the plans for this Achievement Program.

The officers of the Council did a very fine job in conducting this meeting.

The Council adjourned by all repeating the 4-H Club Pledge.

X. LEADERSHIP

Contributions of Volunteer Leaders

Sixty-six leaders serving as organizational, program development, and subject matter leaders for adult work, and 18 leaders for 4-H club work did an outstanding job in putting over the Extension program. Twelve leader training meetings were held for adult work with an attendance of 152 leaders, and 12 meetings for 4-H club work with an attendance of 42 officers and leaders. Twenty-nine leaders gave 51 demonstrations in home demonstration clubs on project work. The leaders were trained for project work two months in advance.

<u>Growth of Home Demonstration Club Project Leadership</u>				
	<u>1949</u>	<u>1950</u>	<u>1951</u>	<u>1952</u>
No. project leaders (subject matter)			38	29
No. goal chairmen			9	10
No. training meetings held by specialist by agent			0 17	1 11
Attendance at all training meetings			149	152
No. club meetings held by leaders without agent present			23	37
No. additional club meetings at which leaders assisted			72	0

<u>Growth of 4-H Club Project Leadership</u>				
	<u>1949</u>	<u>1950</u>	<u>1951</u>	<u>1952</u>
No. adult project leaders			11	17
No. junior project leaders			48	1
No. training meetings held by specialist by agent			0 12	0 12
Attendance at leader training meetings			78	42
No. 4-H leaders trained individually			8	9
No. club meetings held by leader without agent present			16	20
No. additional club meetings at which leaders assisted			28	0
No. demonstrations given by leaders by adults by juniors			22 8 14	4 4 0

Activities of an Outstanding Leader

The one person whose influence and work has meant more to the progress of the Extension Service in her community than possibly any one else is Mrs. Ida Ellett of St. James Community. At first she was rather reluctant in joining the home demonstration club, but finally came in and since that time through her influence and work she has done a magnificent job in both the home demonstration and 4-H clubs, not only in

her community but has been very cooperative in working with the clubs in adjoining communities. She has attended practically all county-wide meetings.

Mrs. Ellett is Program Development Leader, a member of the Henrico County Advisory Board, 4-H leader and often serves as organizational and subject matter leader. She has the interest of the clubs at heart and by her untiring efforts she is able to accomplish much in the entire Extension program.

#### XI. COOPERATION WITH OTHER AGENCIES

This year, as last, the Henrico County Tuberculosis Association cooperated with the Extension program. They made contributions for prizes to the 4-H clubs for outstanding accomplishments, particularly as related to health.

The Industrial Arts Instructor, Mr. M. J. Robinson, of Virginia Randolph High School, Glen Allen, Virginia has cooperated 100 percent with the Extension program by attending Extension meetings, assisting with the County Fair and any other programs that were sponsored by the Extension Service.

The County School Board, through the Superintendent, Mr. C. K. Holsinger, and Mrs. A. R. Davis, Supervisor of Schools, made arrangements for all school children to attend the County Fair in September. Most of the 4-H meetings are held in the schools with the approval of the school authorities.

#### XII. APPRAISAL OF YEAR'S WORK

Through the 1952 Extension Program much has been accomplished in the areas of food and health. In looking back over the year's work compared with last year the clubs have advanced

far. The leaders are better trained, have accomplished more in the same amount of time, and their work shows better accomplishments in both food and health habits.

Without the very fine guidance and inspiration received from our State Agent, Mr. Ross W. Newsome; our District Agent, Miss Blanche D. Harrison, and Mr. S. E. Marshall; our Assistant District Agent, Mrs. Thelma T. Hewlett; the Extension Staff and other agencies and county workers; the work could not have been accomplished. With the help of all county workers and agencies, I am sure that more work can be attained in 1953.