

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

This form is for use by county extension agents in making an annual statistical report on all extension work done in the county during the year. Agents resigning or transferring should make out this report before leaving the county.

County Tauquiger State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Emuel Sutphin, Jr.</u>	<u>County Agent</u>	<u>12-1-57</u>	<u>12-1-58</u>
<u>John H. Mayhugh</u>	<u>Asst. Agent</u>	<u>12-1-57</u>	<u>12-1-58</u>
<u>Kathleen Hampden</u>	<u>Home Dem. Agent</u>	<u>12-1-57</u>	<u>12-1-58</u>



READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.

Approved: _____

Date _____

State Extension Director

Form FES-21
Revised June 1958

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work, as determined in Item 20, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

When two or more agents are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported. News items prepared by local leaders should not be included.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and are not "found." Include all result demonstrations in PROGRESS during the year, regardless of when started or completed.
8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, committeeman is a person who is selected by extension or the group they represent to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see Items 132 through 135.
9. Includes general educational meetings, method demonstration meetings, meetings held at rural demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders that you were responsible for holding).
Also includes meetings that you did not arrange but attended and actively participated in for the special purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or State conferences of extension personnel.
10. In reporting attendance, count the total number of DIFFERENT persons. For example, a farm to make three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); others join the tour at the second farm and continue to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.
- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. While a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	246	510	500	1256
2. Office calls..... do	127	234	2484	2845
3. Telephone calls..... do	560	404	2473	3437
4. News articles or stories prepared Number	10	43	82	135
5. Broadcasts made or prepared:				
a. Radio..... Number	41	13	29	83
b. Television..... do				
6. Bulletins distributed..... do	1186	958	2693	4837
7. Adult result demonstrations conducted..... Number	-	-	-	-
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	11	-	-	11
(2)..... Attendance	130	-	-	130
b. YMW work:				
(1)..... Number	-	2	-	2
(2)..... Attendance	-	4	-	4
c. 4-H Club work:				
(1)..... Number	6	21	-	27
(2)..... Attendance	70	46	-	116
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	86	22	67	175
(2)..... Attendance	1212	1071	1079	3362
b. YMW work:				
(1)..... Number	-	1	-	1
(2)..... Attendance	-	50	-	50
c. 4-H Club work:				
(1)..... Number	122	134	9	265
(2)..... Attendance	3,323	2,002	853	6178
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	57	-	32	89
(2)..... Attendance	933	-	708	1641
b. YMW work:				
(1)..... Number	-	2	-	2
(2)..... Attendance	-	10	-	10
c. 4-H Club work:				
(1)..... Number	13	28	-	41
(2)..... Attendance	253	214	-	467

EXTENSION ORGANIZATION AND PROGRAM PLANNING--*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program. Meetings and attendance reported in items 12 and 13 should also be included in item 9 or 10, whichever is applicable.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension pro-

gram are to be included here. These facts may be obtained through mail questionnaires, telephone, personal interviews.

15. A project leader, local leader, or committeeman is person selected by extension or the group they represent, to lead some phase of the extension program organization or subject matter. Included should be members of the county-wide councils or committees reported in 12, as well as in items 22, 27, 29, 45, 57, 62, 68, and column C on page 23, less duplication.
- 15c. Total of a, b, c, and d, less duplications due to the same person serving as leader in more than one line of work.
17. Where home demonstration program is carried through a school, church, women's club, or farm organization unit, include only that part of the total membership which is interested in home demonstration work.

				Home Demonstration	
				County	Local
				Number	Value
				(a)	(b)
11	-	-	11		
001	-	-	001		
2	-	2	-		
4	-	4	-		
78	-	78	2		
211	-	211	10		
271	75	75	38		
000	9701	1701	1101		
1	-	1	-		
02	-	02	-		
222	8	281	231		
212	028	400	232		
88	02	-	82		
101	807	1	808		
0	-	2	-		
02	-	01	-		
10	-	82	81		
124	-	112	822		

EXTENSION ORGANIZATION AND PROGRAM PLANNING

County organization, association, board, or committee sponsoring extension work in the county:

- a. Name of citizens' organization or group having legal or quasi-legal status, if any.....
Tanquer County Board of Supervisors
- b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different
 from "a".....
Same

COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D		
	Number	Number	Number	Attendance		
Overall or general.....						
Agricultural.....	9	70	37	239		
Home demonstration.....	1	27	3	46		
Young men and women.....						
4-H Club.....	5	138	7	137		

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

Item	A	B
	Number	Attendance
Community or local meetings.....		
County meetings.....		

- a. Number of fact-finding surveys for program-planning purposes made during the year..... *2*
- b. Are you currently engaged in Program Projection in your county?..... (Check one) Yes No
- c. Total number of different voluntary local leaders or committeemen (county, community, and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men		Women		Oider club	
	A	B	C	D	Boys	Girls
In adult agricultural work.....	45	1	XXXX	XXXX		
In adult home demonstration work.....		76 131	XXXX	XXXX		
In young men and women's work.....			XXXX	XXXX		
In 4-H Club work.....	4	35	7	5		
Total number of DIFFERENT leaders.....	49	131	7	5		

6. Number of organized clubs or other groups carrying on adult home demonstration work..... *11*
7. Number of members in such clubs or groups..... *225*

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 months' service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed. Time should be reported to the nearest whole day.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work. Time should be reported to the nearest whole day. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. For example: 21a pertains to the time spent on the crop work as reported on page 21d to the livestock work on page 11; and similar through 21g; 21h covers the miscellaneous items reported on page 29, as well as time not accounted for elsewhere. Time in training local leaders in extension organization, and program planning should be reported under 21a. Training of local leaders in subject matter should be reported under one of the appropriate subject headings 21e through 21g. Additional information is given below.
- Days devoted to cooperation with other agencies (Items 146 through 169) should also be reported under the appropriate lines of work. Work with the agencies that does not fall within one of the subject matter areas (subitems "a" through "g") should be included in subitem "h".
- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.
- The sum of subitems "a" through "h" should equal the total reported in item 19.

Days worked		Days worked		Days worked	
1934	1935	1934	1935	1934	1935
11	7	2	2	2	2
2222	2222	1	24	24	
2222	2222	22	4	4	
22	2	121	44	44	
11					
222					

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
8. Calendar months of employment	12	12	12	36
9. Total days worked	271	276	295	842
10. Days devoted to—				
a. Adult work	126	45	265	436
b. YMW work	4	7		11
c. 4-H Club work	141	224	30	395
11. Days devoted to—				
a. Extension organization and pro- gram planning	62	22	27	111
b. In-service training of agents	17	13	15	45
c. Crops		16	32	48
d. Livestock	1	109	47	157
e. Marketing; distribution; and ser- vice organizations		15	58	73
f. Soil and water conservation and management		2	32	34
g. Forestry		1	2	3
h. Wildlife		1	6	7
i. Planning and management of the farm business		6	28	34
j. Farm buildings and farm me- chanical equipment		6	9	15
k. House and surroundings, furnish- ings and equipment	69	3	-	72
l. Home management	7		-	7
m. Family economics			-	-
n. Clothing	29		-	29
o. Foods and nutrition	52		-	52
p. Health	1		-	1
q. Family life, child development, and parent education	1	1	-	2
r. Safety	7		-	7
s. Community development and public affairs	3	9	22	34
t. Days that cannot be charged specifically to one of items a through s.	22	72	17	111
21½. How many of the total days worked, as reported in item 19 and also dis- tributed under item 21, would you estimate were devoted to families with whom you are working through Farm and Home Development as reported on page 24.				

CROPS—Production and Farm Marketing—Interpretation

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

- B. Corn for silage and grain cut for hay.
- C. Cottonseed and flax in those areas where they are grown for fiber.
- E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
- F. Coffee.
- G. Watermelons, cantaloups, and yams.
- H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and trees.
22. The voluntary local leaders or committeemen who have ACTIVELY ENGAGED in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 450 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced TO MAKE SOME CHANGE, either through adopting a new practice or improving an old practice, the following factors should be considered:
 - (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
 - (3) Probable number of other persons in the county reached with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.

- (4) All other available evidence indicating the proportion of potential clientele in the county; for example, number of cotton growers who make use of extension information relating to the specific crop. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.

25. Include the total number of DIFFERENT persons helped with any production or management practice relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25 through 25f.
 - a. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42.
 - e. Includes those assisted in on-farm storage. Work done in grain sanitation is to be reported under item 138.
 - f. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes, and harvesting of potatoes, fruits, and vegetables.
26. Include the total number of DIFFERENT producers helped with any FARM MARKETING problem relating to a specific crop or group of crops. Work done with "the trade" is to be reported in items 3 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26a, b, or c.
 - a. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - b. The use of market reports, supply and demand reports, outlook, etc.
 - c. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pas- ture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, orna- mental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local lead- ers assisting.....	13	13						
23. Total number of personal con- tacts made individually or through meetings.....	2,111	4,373				134	890	350
24. Estimated total number of DIF- FERENT farmers and other individuals assisted directly or indirectly TO ADOPT recom- mended practices.....	526	723				67	145	165
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	433	500				45	120	145
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	235	158				15	75	35
b. Use of fertilizers.....	283	455				15	115	85
c. Control of injurious insects.....	43	105				25	101	84
d. Control of diseases.....	75	25				10	100	25
e. Harvesting, storing, and curing.....	65	155				-	25	-
f. Efficient work methods.....	21	140				-	-	-
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	105	175						
Of this number how many were assisted with—								
a. Preparation for market.....		15						
b. Commodity outlook and market information.....	75	150						
c. Arranging to sell and selling.....	30	50						

LIVESTOCK—Production and Farm Marketing—Interpretation

Work done with farmers and other persons in connection with the production of various kinds of livestock and livestock products, and with those aspects of marketing ON THE FARM, is grouped in this section. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC aspects when reporting work done.

F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.

27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of Item 8.

28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.

29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—

- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
- (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
- (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
- (4) All available evidence indicating the percentage of the potential clientele in the county: Number

of farms and other places that made use of extension information relating to specific kinds of livestock and livestock products. Such evidence may be from sample surveys, reports by local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or material handled by dealers, personal observations, and other sources.

Item 29 will normally be greater than either item or 31.

Numbers reported in Items 29, 30, and 31 should include only those who adopted or put recommended practice into use.

30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 3 through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.

- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- c. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy barn and poultry chores.

31. Includes total number of DIFFERENT persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 3 through 38.

- a. Persons helped with practices of grading, sorting or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- c. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Farm Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting.....	16		13	5		
28. Total number of personal contacts made individually or through meetings.....	3866	148	3826	932	427	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	474	88	495	135	87	
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	370	49	341	78	65	
Of this number how many were assisted with—						
a. Selection and breeding.....	174	3	101	10	25	
b. Feeding.....	191	15	174	35	21	
c. Controlling external parasites.....	169	15	35	75	20	
d. Controlling diseases and internal parasites.....	155	20	105	75	25	
e. Efficient work methods.....	65	-	75	-	7	
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....	125	30	165	117	35	
Of this number how many were assisted with—						
a. Preparation for market.....	5	79	111	17		
b. Commodity outlook and market information.....	125	25	150	111	25	
c. Arranging to sell and selling.....			79	111	10	

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

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- e. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
- (2) Local buyers, oil mills, compressors, wash housemen, textile mills, and others engaged in processing (other than ginning), storing and merchandizing raw cotton, cottonseed and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers, poultry and poultry products, grading stations, pick-up routes, and poultry at turkey auctions.
- i. Auction-market operators, terminal market processing plants including local looker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supply and disposition of different food items, and consumer preference. Information prepared for other groups though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family need should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives assisted		Cooperatives in column A given educational assistance with--			
	Members in county	Members in county	Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
	A		B	C	D	E
Marketing and purchasing	Number	Number	Number	Number	Number	Number
	4	313	3	2	3	4
Farm and home service	2	551	2	2	2	2

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

Type of activity	Groups A	Members B
Marketing and purchasing	Number	Number
	1	111
Farm and home service	1	15

SURVEYS made during the year on specific problems of--

	Number
a. Marketing	1
b. Service facilities	-
Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	-
a. Agricultural products	-
b. Home products (arts, crafts, etc.)	-
Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	15
a. Grain, seed, dry beans and peas, etc.	-
b. Hay and other forage crops	-
c. Cotton: (1) Cotton ginners	-
(2) Other	-
d. Tobacco	-
e. Oil crops (soybeans, flax, peanuts, etc.)	-
f. Sugar crops	1
g. Dairy and dairy products	-
h. Poultry and poultry products	5
i. Meat animals and meat products	-
j. Fruits and nuts	-
k. Vegetables including potatoes	-
Food retailers assisted with merchandising problems	-
Persons assisted with CONSUMER information on agricultural products.....estimated total	-

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE—*Interpretation*

Consideration is to be given to the PLANNING and ECONOMIC aspects as well as to the technological problems incident to carrying out the practices listed on this page.

A. Soil-and-water conservation and management refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized PRIMARILY by the crop to which it is applied, should be reported under Crops. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.

39, 40, and 41. See interpretation of corresponding items under Crops and Livestock.

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

42. Item—

e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-

ways, and ditches. Persons given assistance in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
1. Number of voluntary local leaders assisting.....	15	—	—
2. Total number of personal contacts made individually or through meetings.....	1855	206	1678
3. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	475	55	75
4. Farmers and other individuals reported in item 41-A assisted with—			Estimated number
a. Proper land use.....			—
b. Contour and strip cropping.....			—
c. Terracing.....			—
d. Grassing waterways.....			—
e. Water supply, storage, and distribution.....			15
f. Drainage.....			—
g. Irrigation.....			—
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			105
i. Use of fertilizers (commercial and barnyard) (See subitem 25h).....			255
j. Production of soil-improvement crops.....			5
k. Crop rotations.....			45
l. Land clearing.....			5
5. Farmers and other individuals reported in item 41-B assisted with—			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			5
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			25
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			14
d. Estimating and appraising.....			—
e. Production of maple-sirup products or naval stores.....			—
f. Treating wood products with preservatives (fence posts and building timbers).....			15
g. Marketing of forest products (includes markets and timber-selling practices).....			5
h. Fire prevention.....			5
6. Farmers and other individuals reported in item 41-C assisted with—			
a. Construction or management of ponds for fish.....			25
b. Making food and cover plantings for wildlife.....			—
c. Protection of wildlife areas from fire or livestock.....			—

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done in explaining how to keep farm records and use them; also in summarizing and analyzing farm records.
 - Special work done in helping farmers to make an overall plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprises, production expenditures, and operation of the farm business. Subitem 48c refers to long-time adjustments, 48d should include adjustments made from year to year.
 - Special work in helping farmers to develop new sources of income.
 - Assistance given to obtain and use credit in operating the farm business; for example, the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - Help given persons in locating and/or appraising a farm for rental or purchase.
 - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - Leases, partnerships, property transfers, and farm and liability insurance. (See subitem 66d.)
 - Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting.....	5
46. Total number of personal contacts made individually or through meetings.....	1535
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly with management problems.....	515
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	175
b. Keeping and analyzing farm records.....	216
c. Developing an overall farm plan.....	7
d. Making needed adjustments in farm operation.....	40
e. Developing supplemental sources of income.....	10
f. Obtaining and using credit.....	10
g. Selecting a farm for rental or purchase.....	55
h. Obtaining, training, and using farm labor.....	10
i. Legal aspects of the farm business.....	15
j. Income-tax accounting, social security, and related problems.....	95
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	4
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	6

FARM BUILDINGS AND MECHANICAL EQUIPMENT—Interpretation

3. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
4. The farmhouse should NOT be included. It should be reported under item 60.
- a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
- b and c. Also include planning and decisions relating to efficient lay-out within a farm building.
- d. Also include equipment that may be constructed as part of the building.
55. Item—
- a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
- b. Refers to labor-saving devices and equipment developed or built by the farmer.
56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting	—	2
52. Total number of personal contacts made individually or through meetings	185	329
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	111	155
54. Farmers and other individuals reported in item 53-A, assisted with—		<i>Estimated number</i>
a. Arrangement of farm-building lay-out		25
b. Construction of farm buildings		60
c. Remodeling or repairing farm buildings		46
d. Selection or construction of farm-building equipment		—
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		35
b. Developing labor-saving devices and equipment		15
c. Use, care, and repair of farm mechanical equipment		—
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		—

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

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

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.
57. This item relates to the voluntary local leaders or committeemen who have **ACTIVELY ENGAGED** in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.
58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
59. In estimating the total number of **DIFFERENT** homemakers and other persons in the county influenced **TO MAKE SOME CHANGE**, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of **DIFFERENT** persons reached through direct contacts (item 58 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
 - (3) Probable number of other persons in the county reached with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
 - (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number

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

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

60. Item—*HOUSE TO HOUSE*

- c. Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
- g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets and switches.
- h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs or house plants should be reported in item 25-H.

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

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under subitem 67d.
- c. Refinishing furniture, upholstering, chair seating, renovation of accessories.

The subitems listed under item 61 should not be added and reported in item 59-B, because the same person may have been assisted in adopting several of the practices listed.

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	14	11
58. Total number of personal contacts made individually or through meetings.....	193	376
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	128	287
60. Families, homemakers, and other individuals reported in item 59-A assisted with—	Estimated number	
a. Building a new house.....	2	
b. Remodeling or repairing the house.....	26	
c. Improving kitchen or laundry.....	17	
d. Improving storage space.....	54	
e. Selection, installation, use, and care of water and/or sewage systems.....	1	
f. Selection, installation, use, and care of heating and/or cooling systems.....	3	
g. Planning electrical systems.....	128	
h. Landscaping home grounds.....		
61. Homemakers and other individuals reported in item 59-B assisted with—	Estimated number	
a. Selection, use, and care of home equipment (other than sewing equipment).....	197	
b. Selection, use, and construction of home furnishings.....	194	
c. Repair, reconditioning, and care of home furnishings.....	35	
d. Furniture arrangement and use of accessories.....	256	
e. Color schemes and wall finishes.....	78	
f. Floor finishes.....	186	

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HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING—*Interpretation*

64. See item 59 for interpretation of what to include here.

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

Assistance includes work done—

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

66. Includes work done—

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

67. Includes work done—

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

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting.....	2	10	4
63. Total number of personal contacts made individually or through meetings.....	89	143	184
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	56	112	138
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			39
b. In improving housekeeping methods.....			24
c. With family laundering.....			48
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			96
b. With family financial planning.....			3
c. With keeping and analyzing home records.....			9
d. With family legal matters.....			4
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			95
b. With care and mending of clothing.....			123
c. With clothing construction.....			58
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			89
e. With good grooming and posture (personal appearance).....			45