

Central Files

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 99 State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>White</u>		<u>Dec 1, 1959</u>	<u>Nov 30, 1960</u>



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

Approved:

Date January 25, 1961

J. C. Harvey
Acting State Extension Director

Form FES-21
(Revised June 1959)

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 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, or 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.
9. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or State conferences of extension personnel.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

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	75 28,247	57 20,153	98 67,186	99 115,067			
2. Office calls.....	do.	75 26,501	50 12,496	98 100,802	97 127,649			
3. Telephone calls.....	do.	95 95,508	52 27,182	98 195,566	97 319,340			
4. News articles or stories prepared	Number	95 5,623	45 1,777	97 6,481	99 13,341			
5. Broadcasts made or prepared:								
a. Radio.....	Number	67 2,324	40 789	76 4,250	82 7,141			
b. Television.....	do.	16 56	6 20	11 25	23 91			
6. Bulletins distributed.....	do.	75 466,266	51 118,295	98 324,632	97 857,241			
7. Adult result demonstrations conducted.....	Number	59 785	11 39	78 3,328	87 4,127			
8. Training meetings held for local leaders:								
a. Adult work:								
(1).....	Number	95 1,297	13 76	46 482	97 1,820			
(2).....	Attendance	75 26,495	13 1,402	46 8,205	97 30,548			
b. YMW work:								
(1).....	Number	7 15	3 6	6 12	15 33			
(2).....	Attendance	7 203	3 78	6 108	15 337			
c. 4-H Club work:								
(1).....	Number	80 617	39 313	53 318	90 1,207			
(2).....	Attendance	80 11,261	39 5,137	53 4,631	90 20,344			
9. All other meetings agent held or participated in:								
a. Adult work:								
(1).....	Number	95 10,896	48 1449	97 6,538	99 18,501			
(2).....	Attendance	95 129,116	48 42,423	97 174,431	99 397,814			
b. YMW work:								
(1).....	Number	26 149	11 62	26 160	44 363			
(2).....	Attendance	26 3,589	11 1,633	26 3,856	44 8,908			
c. 4-H Club work:								
(1).....	Number	75 11,34	49 8,000	36 6,224	77 26,491			
(2).....	Attendance	75 257,985	49 198,265	36 167,163	77 522,267			
10. Meetings held or conducted by local leaders:								
a. Adult work:								
(1).....	Number	94 8,696	15 350	39 574	98 9,466			
(2).....	Attendance	94 129,897	15 5,608	39 15,474	98 149,892			
b. YMW work:								
(1).....	Number	13 58	4 24	11 30	20 112			
(2).....	Attendance	13 766	4 496	11 965	20 2,177			
c. 4-H Club work:								
(1).....	Number	89 2,276	32 800	47 619	95 4,199			
(2).....	Attendance	89 28,174	32 13,424	47 13,123	95 63,817			

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 program are to be included here. These facts may be obtained through mail questionnaires, telephone, or personal interview.
15. A project leader, local leader, or committeeman is a person selected by extension or the group they represent, to lead some phase of the extension program in 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, 39, 45, 51, 57, 62, 68, and column C on page 23, less duplications.
- 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 on 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.

EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

a. Name of citizens' organization or group having legal or quasi-legal status, if any.....

None

b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a"..... *99 County Board of Supervisors*

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

Item	Councils or committees		Members		Meetings of such councils or committees held during the year			
	A	B	C	D	C	D		
	Number		Number		Number	Attendance		
a. Overall or general.....	39	76	37	1238	39	165	39	1911
b. Agricultural.....	22	470	23	3466	23	969	23	8926
c. Horse demonstration.....	23	325	23	2685	23	542	23	7041
d. Young men and women.....	17	23	17	838	17	74	17	883
e. 4-H Club.....	91	250	91	8470	91	485	91	11,533

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

Item	A		B	
	Number		Attendance	
	A	B	A	B
a. Community or local meetings.....	74	2135	74	28020
b. County meetings.....	76	610	76	9,323

14. Number of fact-finding surveys for program-planning purposes made during the year..... *72* *330*14%. Are you currently engaged in Program Projection in your county? *22%*. (Check one) Yes *70* No *9*

15. 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		Older club			
	A	B	C	D	Boys	Girls		
	A	B	C	D	C	D		
a. In adult agricultural work.....	77	6012	35	587	XXXX	XXXX		
b. In adult home demonstration work.....	2	5	95	14,594	XXXX	XXXX		
c. In young men and women's work.....	19	132	17	147	XXXX	XXXX		
d. In 4-H Club work.....	87	993	78	2324	71	936	71	1557
e. Total number of DIFFERENT leaders.....	98	6723	99	16,343	71	936	71	1558

16. Number of organized clubs or other groups carrying on adult home demonstration work..... *96* *1317*17. Number of members in such clubs or groups..... *96* *28,631*

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed. 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 9; 21d to the livestock work on page 11; and similarly through 21s; 21t 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 21t. 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 these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "v".

- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plan 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 "v" should equal the total reported in item 19.

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agr- icultural work	County total
	A	B	C	D
18. Calendar months of employment.....	85 1,296	52 623	98 1,589	99 3,508
19. Total days worked.....	95 26,837	52 13,736	98 33,337	99 73,110
20. Days devoted to--				
a. Adult work.....	95 16,136	51 3,890	98 24,410	99 44,441
b. YMW work.....	30 222	20 143	38 449	56 814
c. 4-H Club work.....	95 10,479	52 8,963	98 34,73	99 27,853
21. Days devoted to--				
a. Extension organization and pro- gram planning.....	95 6,186	52 2,286	98 4,227	99 12,799
b. In-service training of agents.....	91 1,806	51 785	94 1,322	99 4,423
c. Crops.....	4 22	27 12,98	28 6,527	98 7,847
d. Livestock.....	5 5	48 3,270	96 8,051	97 11,326
e. Marketing; distribution; and ser- vice organizations.....	5 19	41 464	96 2,787	96 3,270
f. Soil and water conservation and management.....	9 15	41 262	96 1,512	98 1,789
g. Forestry.....	18 71	41 472	87 1,202	96 1,745
h. Wildlife.....	22 249	33 280	56 280	77 809
i. Planning and management of the farm business.....	5 17	35 323	94 2,412	94 2,752
j. Farm buildings and farm me- chanical equipment.....	8 14	41 303	92 1,219	94 1,536
k. House and surroundings, furni- shings and equipment.....	95 4,344	30 533	53 711	98 5,588
l. Home management.....	84 12,80	13 61	2 2	91 13,43
m. Family economies.....	65 418	8 26	6 22	68 467
n. Clothing.....	95 3,433	15 360	- -	95 3,793
o. Foods and nutrition.....	95 3,682	15 347	7 37	98 4,066
p. Health.....	76 610	16 149	12 38	82 797
q. Family life, child development, and parent education.....	75 791	20 183	83 306	84 1,280
r. Safety.....	75 649	35 339	43 219	89 1,207
s. Community development and public affairs.....	88 1,233	37 295	77 794	95 2,322
t. Days that cannot be charged specifically to one of items a through s.....	86 1,992	43 900	77 1,059	83 3,951
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.....	67 1,150	12 80	77 3,034	87 4,264

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.

CHEMICAL CONTROL OF WEEDS in crops, fruits, vegetables, pastures, roadsides, and the like is to be reported in item 139.

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 lawns.
- 22. The voluntary local leaders or committeemen who have ACTIVELY ENGAGED in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
- 23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings 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 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
- 24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced TO MAKE SOME CHANGE, either through adopting a new practice or improving an old practice, the following factors should be considered:

- (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
- (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
- (3) Probable number of other persons 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 made use of extension information relating to that 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 practices 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 25a through 25f.
 - b. 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 persons helped with any FARM MARKETING problems relating to a specific crop or group of crops. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 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.

CROPS—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 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.....	91	838	92	999	5	37	42	490	28	949	49	257	70	771	60	688				
23. Total number of personal con- tacts made individually or through meetings.....	98	63	206	99	86	390	9	168	2	54	275	133	20	490	83	7,805	93	65,018	92	79,423
24. Estimated total number of DIF- FERENT farmers and other individuals assisted directly or indirectly TO ADOPT recom- mended practices.....	98	37,280	98	48,621	9	889	57	28,570	33	6,575	83	15,206	93	68,236	91	54,087				
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	98	30,797	98	43,207	9	812	53	25,456	33	6,097	83	13,145	93	58,849	91	43,566				
Of this number how many were assisted with—																				
a. Use of improved varieties and strains.....	98	21,930	97	25,357	9	404	51	17,726	32	3,395	74	7,223	91	45,659	75	20,996				
b. Use of fertilizers.....	98	24,203	98	35,553	9	690	52	19,627	31	3,949	79	7,295	91	47,904	75	24,577				
c. Control of injurious insects.....	95	11,322	97	22,018	8	716	50	13,983	31	4,263	81	10,802	92	50,079	91	29,623				
d. Control of diseases.....	92	8,103	88	8,374	7	436	48	13,184	32	2,214	81	10,120	91	45,618	89	23,367				
e. Harvesting, storing, and curing.....	92	7,682	92	15,718	4	295	41	11,572	26	1,630	61	2,724	80	20,162	40	3,664				
f. Efficient work methods.....	89	4,097	86	7,112	5	160	35	6,980	23	884	58	18,015	58	8,477	35	3,138				
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	92	11,956	84	8,857	4	578	46	15,963	32	3,032	67	2,782	72	9,090	32	543				
Of this number how many were assisted with—																				
a. Preparation for market.....	73	3,626	59	3,529	4	456	42	13,638	23	1,261	53	1,566	65	4,130	26	284				
b. Commodity outlook and market information.....	71	10,252	77	7,082	4	521	40	10,258	29	2,530	61	2,128	62	6,760	18	243				
c. Arranging to sell and selling.....	64	1,823	62	2,083	2	280	17	1,411	15	442	37	669	47	2,005	10	107				

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 for animals should be reported. Control of rabbits as rodents is to be reported in item 146.
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 from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.
- Item 29 will normally be greater than either item 30 or 31.
- Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.
30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a 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.
 - e. 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 producers assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 33.
- 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.
 - e. 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 4-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.....	59 1,102	82 558	91 1,093	80 527	86 654	21 83
28. Total number of personal contacts made individually or through meetings.....	97 67,070	98 31,880	98 79,062	96 24,996	97 43,173	43 39,355
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	97 23,868	95 18,896	98 27,757	96 9,159	97 19,080	43 2,967
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	97 20,608	95 16,573	98 23,741	96 7,292	97 16,558	42 2,746
Of this number how many were assisted with—						
a. Selection and breeding.....	44 9,537	78 6,964	97 11,311	90 3,749	96 7,772	36 647
b. Feeding.....	24 12,902	91 12,053	97 15,035	92 4,728	97 10,893	40 1,534
c. Controlling external parasites.....	89 10,181	89 10,068	98 12,131	87 3,354	94 7,613	27 547
d. Controlling diseases and internal parasites.....	94 12,144	92 10,556	96 12,074	95 5,217	97 10,743	32 1,200
e. Efficient work methods.....	36 5,600	76 2,997	85 5,650	71 1,674	83 2,241	20 323
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....	98 12,777	86 6,121	97 16,148	91 6,983	96 16,627	29 404
Of this number how many were assisted with—						
a. Preparation for market.....	68 6,324	91 2,982	93 7,798	87 4,959	82 5,014	23 313
b. Commodity outlook and market information.....	24 2,317	84 5,220	94 12,364	85 5,627	91 7,487	21 268
c. Arranging to sell and selling.....	58 2,283	56 1,235	89 5,874	76 4,749	81 2,233	21 146

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 ginner in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
- (2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandising raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	82 226	82 91,632	44 84	39 71	67 150	71 178
b. Farm and home service.....	62 162	62 48,608	32 58	28 51	42 90	58 137

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

Type of activity	Groups	Members
	A	B
	Number	Number
a. Marketing and purchasing.....	57 142	57 10,746
b. Farm and home service.....	25 88	25 5,011

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

	Number
a. Marketing.....	61 154
b. Service facilities.....	22 37

35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:

a. Agricultural products.....	57 2264
b. Home products (arts, crafts, etc.).....	18 694

36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:

a. Grain, seed, dry beans and peas, etc.....	75 1,264
b. Hay and other forage crops.....	69 1,809
c. Cotton: (1) Cotton ginners.....	4 15
(2) Other.....	—
d. Tobacco.....	29 748
e. Oil crops (soybeans, flax, peanuts, etc.).....	31 678
f. Sugar crops.....	1 1
g. Dairy and dairy products.....	71 2,256
h. Poultry and poultry products.....	66 1,026
i. Meat animals and meat products.....	78 2,682
j. Fruits and nuts.....	39 1,081
k. Vegetables including potatoes.....	52 1,381

37. Food retailers assisted with merchandising problems..... 44 218

38. Persons assisted with CONSUMER information on agricultural products..... estimated total... 71 42,737

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 problems relating to the application of water to the land; water measurement; penetration duty of water, and the like.

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management		Forestry		Wildlife	
	A		B		C	
39. Number of voluntary local leaders assisting.....	83	871	84	789	63	389
40. Total number of personal contacts made individually or through meetings.....	99	54,852	96	36,289	89	28,181
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	78	4,376	87	2,289	90	7,936
<i>Estimated number</i>						
42. Farmers and other individuals reported in item 41-A assisted with—						
a. Proper land use.....	77 29,687					
b. Contour and strip cropping.....	62 2,801					
c. Terracing.....	25 692					
d. Grassing waterways.....	68 2,077					
e. Water supply, storage, and distribution.....	85 4,358					
f. Drainage.....	92 3,100					
g. Irrigation.....	61 754					
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	94 25,068					
i. Use of fertilizers (commercial and barnyard) (See subitem 25i).....	97 34,336					
j. Production of soil-improvement crops.....	91 12,267					
k. Crop rotations.....	95 13,552					
l. Land clearing.....	84 1,208					
43. Farmers and other individuals reported in item 41-B assisted with—						
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	95 5948					
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	95 2720					
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	91 2379					
d. Estimating and appraising.....	74 692					
e. Production of maple-syrup products or naval stores.....	2 4					
f. Treating wood products with preservatives (fence posts and building timbers).....	84 1,238					
g. Marketing of forest products (includes markets and timber-selling practices).....	86 2,326					
h. Fire prevention.....	77 2,796					
44. Farmers and other individuals reported in item 41-C assisted with—						
a. Construction or management of ponds for fish.....	83 1,151					
b. Making food and cover plantings for wildlife.....	82 5,002					
c. Protection of wildlife areas from fire or livestock.....	75 3,798					

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 so 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 48e refers to long-time adjustments, 48f should include adjustments made from year to year.
- e. Special work in helping farmers to develop new sources of income.
- f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
- g. Help given persons in locating and/or appraising a farm for rental or purchase.
- h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
- i. Leases, partnerships, property transfers, and farm and liability insurance. (See subitem 66d.)
- j. 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	68 770
46. Total number of personal contacts made individually or through meetings	98 48,783
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly with management problems	98 40,613
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	97 31,227
b. Keeping and analyzing farm records	97 2,500
c. Developing an overall farm plan	92 2,679
d. Making needed adjustments in farm operation	95 5,511
e. Developing supplemental sources of income	87 4,840
f. Obtaining and using credit	90 3,236
g. Selecting a farm for rental or purchase	87 1,533
h. Obtaining, training, and using farm labor	67 1,336
i. Legal aspects of the farm business	77 2,232
j. Income-tax accounting, social security, and related problems	74 10,377
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	82 1,306
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	79 303

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
54. The farmhouse should NOT be included. It should be reported under item 60.
- This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
 - and c. Also include planning and decisions relating to efficient lay-out within a farm building.
 - Also include equipment that may be constructed as part of the building.
55. Item—
- Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
 - 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	A	B
51. Number of voluntary local leaders assisting	52	308	61	394
52. Total number of personal contacts made individually or through meetings	78	16,945	95	16,612
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	78	7,035	96	10,488
<i>Estimated number</i>				
54. Farmers and other individuals reported in item 53-A, assisted with—				
a. Arrangement of farm-building lay-out	95 2,064			
b. Construction of farm buildings	78 4,522			
c. Remodeling or repairing farm buildings	78 3,779			
d. Selection or construction of farm-building equipment	92 2,503			
55. Farmers and other individuals reported in item 53-B, assisted with—				
a. Selection of farm mechanical equipment	92 3,250			
b. Developing labor-saving devices and equipment	78 3,515			
c. Use, care, and repair of farm mechanical equipment	72 7,136			
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes	82 4,175			

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 practices or groups of practices. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

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

60. Item—

- a. 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 lawns, 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 57d.
- e. 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	Furnishings and equipment
	A	B
57. Number of voluntary local leaders assisting	88 2489	93 2840
58. Total number of personal contacts made individually or through meetings	98 74,666	76 60,637
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices	99 56,897	99 41,204
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		Estimated number
a. Building a new house		84 2234
b. Remodeling or repairing the house		97 5344
c. Improving kitchen or laundry		95 7316
d. Improving storage space		94 9142
e. Selection, installation, use, and care of water and/or sewage systems		63 1980
f. Selection, installation, use, and care of heating and/or cooling systems		58 473
g. Planning electrical systems		63 2486
h. Landscaping home grounds		95 37317
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment)		93 11,560
b. Selection, use, and construction of home furnishings		76 19,200
c. Repair, reconditioning, and care of home furnishings		85 16,466
d. Furniture arrangement and use of accessories		97 19,061
e. Color schemes and wall finishes		46 16,492
f. Floor finishes		93 4,113

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

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and 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.
- e. 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 i-H Club work.

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting.....	78	1,952	52
63. Total number of personal contacts made individually or through meetings.....	92	40,224	81
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	94	26,970	87
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			77
b. In improving housekeeping methods.....			90
c. With family laundering.....			87
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			75
b. With family financial planning.....			72
c. With keeping and analyzing home records.....			68
d. With family legal matters.....			66
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			92
b. With care and mending of clothing.....			91
c. With clothing construction.....			74
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			90
e. With good grooming and posture (personal appearance).....			93

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY—*Interpretation*

Columns A, B, C, and D include the specific practices listed under items 71, 72, 73, and 74, respectively, as well as other related work.

68 and 69. See interpretations of items 57 and 58.

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.
- c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	97 3981	65 1056	54 1043	61 1003
69. Total number of personal contacts made individually or through meetings.....	98 115,255	82 46,872	85 37,845	88 65,464
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	98 60,996	81 23,199	86 26,647	89 52,874
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				82 20,539
b. In selecting food.....				92 29,681
c. With meal planning and food preparation.....				91 39,470
d. With preservation and storage of food.....				97 15,457
e. In improving diets.....				95 34,363
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				62 10,137
b. First aid and home nursing.....				60 8,514
c. Dental-health education.....				38 4542
d. Health education leading to physical examination by a physician.....				63 7,447
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				63 8854
b. Providing recommended play, clothing, and equipment suited to age of children.....				56 4,453
c. Understanding roles of family members and strengthening family relationships.....				63 10,784
d. Individual adjustments and personality development.....				62 7,820
e. Home and family recreation.....				74 14,081
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				81 38,347
b. Accident prevention around the farm and home.....				86 38,803
c. Accident prevention away from home place.....				75 24,562

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

Note that the nature of this section requires treatment quite different from that for regular subject-matter pages. Here we try to get a picture of the number of different educational projects or activities agents worked on, size of the area covered, number of groups assisted, and the like.

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

- A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.
- B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.
- C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.

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

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

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

77. Item includes—

j. Music, drama, and art.

1. A processing plant, general store, packing shed for strawberries, livestock auction yard, credit facility, utility (other than telephone which is reported under "h"), transportation, industry, and similar facilities which definitely service the economic side of the community.

78. Item includes—

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

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	56 587	56 852	56 1,736	56 26,285
76. Developing and improving county or community organization.....	72 543	72 763	71 2,327	72 34,666
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	52 218	52 599	50 1,092	52 21,031
b. Improving health facilities, services, and programs.....	62 259	62 650	58 1,267	62 17,649
c. Improving schools.....	38 133	38 194	36 449	38 8,939
d. Improving churches.....	51 163	51 207	47 545	51 7,825
e. Bettering town-country relations.....	56 194	56 457	48 987	56 15,600
f. Libraries.....	30 79	30 338	28 344	30 6,198
g. Roads.....	22 62	22 24	21 170	22 2,580
h. Telephones.....	28 53	28 78	24 280	28 2,728
i. Community centers.....	62 201	62 263	58 1,051	62 13,747
j. Recreation programs and facilities.....	61 340	61 850	57 1,246	61 23,119
k. Community beautification.....	72 575	72 607	71 1,194	72 15,546
l. Economic services.....	23 109	23 179	20 245	23 7,667
78. Regional or area development programs or projects.....	49 97	49 320	48 1,038	49 10,092
79. National programs and proposals affecting agriculture and rural life.....	33 61	33 235	31 400	33 7,129
80. World affairs.....	36 76	36 325	31 328	36 7,924
81. Emergency activities.....	32 81	32 294	31 772	32 6,694

Special Report on FARM AND HOME DEVELOPMENT

In items 1 to 4 of this section is to be reported only the families worked with through Farm and Home Development, Balanced Farming, Better Farming for Better Living, Farm and Home Counseling and similar names that States have given to a way of doing extension work that involves family participation in planning for the farm and home as a total unit. Accomplishments of these families will also be reported under the respective subject-matter sections of the regular annual report. (This means that development of a farm plan by one of these families, as a part of the total farm and home plan, is to be reported also in Item 4e, and any assistance given with credit, leases, crops, livestock, soil conservation, and so forth, is to be reported in its proper section of the regular report. In like manner, development of a home plan by one of these families should also be reported under the appropriate item on page 20, and any assistance in home furnishings, clothing, foods, and so forth, in its proper section of the regular report.)

Item 5 provides a place to report families worked with during the year who were not identified as Farm and Home Development families but whom you helped to make significant progress through use of the Farm and Home Development process (problem approach).

- | | |
|--|----------|
| 1. Different Farm and Home Development families— | (Number) |
| a. Started this year..... | 52 257 |
| (Count a family as "started" when they have indicated a firm desire to have you help them develop a COMBINED farm and home plan. Include only families not previously reported.) | |
| b. Total worked with during the year..... | 84 175 |
| (Include those reported in "a" as well as families worked with this year who started in previous years.) | |
| 2. Of the total number reported in 1b above, how many were families—(the following categories do not attempt to account for all families reported in 1b, and some families may be included in more than one group). | |
| a. With whom Extension has had little or no previous contact..... | 41 191 |
| b. Just getting started in farming..... | 47 128 |
| (May be young folks or older families who have moved onto their present place within the past 5 years.) | |
| c. With low incomes..... | 64 385 |
| (Whose gross income is usually in lower third for county.) | |
| d. Part-time farmers..... | 61 412 |
| (Operator works off farm more than 3 months of year.) | |
| e. That had reached the point where they could go on with their farm and home development work without special extension assistance..... | 38 410 |
| (Presumably these families will continue to participate in other phases of the county extension program.) | |
| f. That became inactive in farm and home development work because— | |
| (1) They quit farming..... | 24 60 |
| (2) Other reasons..... | 25 70 |
| 3. Of the total number reported in 1b above, how many families were assisted in— | |
| a. Developing their original plans this year through: | |
| (1) Individual contacts only..... | 67 750 |
| (2) Group contacts only..... | 4 22 |
| (3) Both individual and group contacts with the same family..... | 16 135 |
| b. Putting their plans into action this year through: | |
| (1) Individual contacts only..... | 73 201 |
| (2) Group contacts only..... | 4 30 |
| (3) Both individual and group contacts with the same family..... | 32 218 |
| 4. Of the total number reported in 1b above, how many families have 4-H Club members whose project activities this year directly support the family's farm and home plan..... | 71 429 |
| ----- | |
| 5. In addition to the families "started" and "worked with" in farm and home development as reported above, how many farmers, homemakers, or families did you work with in identifying, analyzing and solving COMPLEX INTERRELATED problems of the farm and/or home but did not develop a total farm and home plan. (Do not include those families to whom you only gave special assistance on individual enterprises or practice)..... | 70 143 |

SUMMARY OF 4-H CLUB PROJECTS

A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled. (For interpretation of items see top of page 26.)

Item	Members enrolled		Members completing		Units involved in completed projects		
	A	Number	B	Number	C	Number	
82. Corn.....	67	255	59	304	59	623	acres
83. Other cereals.....	32	132	27	78	27	289	do.
84. Peanuts.....	8	13	7	12	7	46	do.
85. Soybeans, field peas, alfalfa.....	31	118	25	81	25	221	do.
86. Potatoes, Irish and sweet.....	23	136	18	98	18	44	do.
87. Cotton.....	1	1	1	1	1	5	do.
88. Tobacco.....	29	273	26	151	26	76	do.
89. Vegetable growing.....	92	475	89	2773	89	220	do.
90. Fruits.....	20	158	20	79	20	34	do.
91. Range and pasture.....	12	50	9	26	9	219	do.
92. Other crops.....	7	55	4	34	4	29	do.
93. Soil and water conservation.....	33	230	29	132	29	2067	do.
94. Forestry.....	90	5038	87	3724	87	1163	do.
95. Wildlife and nature study.....	65	5648	62	4060	XXXXXXXXXXXXXX		
96. Poultry (including turkeys).....	89	1154	84	755	84	245,454	birds
97. Dairy cattle.....	86	6825	81	1235	81	1,726	animals
98. Beef cattle.....	85	1425	82	1034	82	1564	do.
99. Sheep.....	63	431	56	282	56	2132	do.
100. Swine.....	74	2329	74	1497	74	4723	do.
100½. Horses and ponies.....	33	293	28	180	28	234	do.
101. Rabbits.....	61	443	50	200	50	1871	do.
101½. Dog husbandry.....	2	61	2	37	2	91	do.
102. Other livestock.....	2	14	1	11	1	27	do.
103. Bees.....	29	65	19	33	19	90	colonies
104. Entomology.....	73	1209	67	716	XXXXXXXXXXXXXX		
105. Tractor maintenance.....	59	1038	49	675	49	761	tractors
106. Electricity.....	93	10,641	91	2339	91	13,863	articles
107. Farm shop.....	1	21	1	9	1	34	do.
107½. Automotive care and safety.....	13	207	11	126	XXXXXXXXXXXXXX		
108. Other engineering projects.....	2	679	2	375	XXXXXXXXXXXXXX		
109. Farm management.....	-	-	-	-	XXXXXXXXXXXXXX		
110. Beautification of home grounds.....	85	5976	83	4393	XXXXXXXXXXXXXX		
111. Meal planning and preparation (include baking and food selection).....	95	12,890	95	9045	95	631,716	dishes prepared
					84	104,421	meals served
112. Canning and preserving (other than freezing).....	65	1,028	62	722	62	63,203	quarts
113. Freezing of foods.....	58	863	58	548	54	22,228	quarts frozen
114. Health, nursing, and first aid.....	46	1,384	43	1,082	43	48,18,469	pounds frozen
115. Child care.....	-	-	-	-	XXXXXXXXXXXXXX		
116. Clothing.....	97	18,041	97	13,662	94	28,776	articles
117. Home management.....	80	4423	77	2727	77	41,15,271	garments
118. Home furnishings and room improvement.....	93	4281	91	2870	88	2,468	articles
					90	3,111	rooms
119. Home industries, arts, and crafts.....	1	3	1	3	1	9	articles
120. Junior leadership.....	72	243	71	590	XXXXXXXXXXXXXX		
121. All other.....	87	11,174	87	8700	XXXXXXXXXXXXXX		
122. Total.....	47	98,524	47	69,844	XXXXXXXXXXXXXX		

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report to the nearest whole unit for the completed projects only.

The following items include projects in—

89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, lancheaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 115-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

4-H CLUB MEMBERSHIP—*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economies, and of providing desirable training for members.
124. 4-H Club members—
- Enrolled are those boys and girls who actually start the work outlined for the year.
 - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureaus of the Census definition of a farm as used in the 1950 Census is:

In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$100 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$100 or more.
 - Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
 - Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is to be used as basis for reporting.
128. Report only club members who received DEFINITE training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.
130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.

4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs	99 1971	
124. Different 4-H Club members—	Boys	Girls
a. Enrolled	99 25,000	99 29,986
b. Completing	99 17,123	99 23,970
125. 4-H Club members from—		
a. Farm homes	99 12,474	96 13,801
b. Rural nonfarm homes	96 7,791	96 12,586
c. Urban homes	48 2,735	50 3,577
(For checking purposes; total equals 124s)	25,000	29,986
126. 4-H Club members enrolled by years in club work:		
a. 1st year	99 9,364	99 10,813
b. 2d year	98 6,372	99 7,533
c. 3d year	97 4,200	98 5,504
d. 4th year	98 2,636	99 3,089
e. 5th year	93 1,236	97 1,502
f. 6th year and over	91 1,202	93 1,443
(For checking purposes; total equals 124s)	25,000	29,986
127. 4-H Club members enrolled by ages:		
a. 10 years and under	98 6,225	99 8,031
b. 11 years	97 5,380	99 6,835
c. 12 years	98 5,587	99 6,884
d. 13 years	89 3,321	97 3,543
e. 14 years	99 1,897	99 2,010
f. 15 years	98 1,196	94 1,233
g. 16 years	93 722	91 854
h. 17-20 years, inclusive	91 672	89 596
(For checking purposes; total equals 124s)	25,000	29,986
128. 4-H Club members who received definite training in—	Members	
a. Judging	90 8,954	
b. Giving demonstrations	99 18,576	
c. Group recreation leadership	87 6,477	
d. Music appreciation	43 7,143	
e. Money management (thrift)	56 2,314	
f. Farm and home safety	82 17,303	
g. Citizenship	78 23,568	
h. Personality improvement	73 17,488	
i. Soil and water conservation	68 5,127	
j. Forestry	86 7,338	
k. Health, nursing, and first aid	60 8,169	
129. 4-H Club members having health examination because of participation in toe extension program	36 1,763	
130. Number of members attending a 4-H Club camp	99 5,716	
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs	90 13,49	

MISCELLANEOUS—*Interpretation*

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or live stock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects and rodents in grains stored on or off the farm.
139. In chemical control of weeds in crops, fruits, vegetables, pastures, range, and roadsides.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, groundhogs, coyotes, rabbits, and pestiferous birds. Control of rodents as related to clean grain are to be reported under item 138.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, home-furnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	88 27,106
137. FAMILIES assisted with control of household insects.....	96 27,722
138. FARMERS, HANDLERS, PROCESSORS, and other individuals assisted with control of insects and rodents in grain stored on or off the farm.....	90 11,625
139. FARMERS and other individuals assisted with CHEMICAL control of weeds.....	44 27,313
140. FARMERS and other individuals assisted with control of rodents and predatory animals other than those reported in storage of grain under item 138.....	92 12,125
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	75 893
142. FAMILIES assisted with practices incident to production of arts and crafts.....	60 12,154

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

ESTIMATES FOR THIS SECTION SHOULD BE CONSISTENT WITH THE MOST RECENT COUNTY STATISTICAL DATA. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

A, B, and C. In determining the number of families to be reported in each column, it is suggested that the same approach be used as outlined for item 125.

143. In this section emphasis is only on the number of families assisted, whereas emphasis has been on individuals in earlier sections of the report. Therefore, it is going to be necessary to eliminate duplications in numbers assisted in changing agricultural practices.

For example, when a farmer is assisted with crop-production problems and his son is in a 4-H dairy-calf club, the assistance would be reported as given to one farm family.

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm	Rural nonfarm	Urban
	A	B	C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	98 61,950	96 47,467	53 57,220
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	95 44,305	96 48,172	55 37,677
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	98 70,615	97 76,605	56 84,170

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

in the county where he and the committeemen explain the agricultural program to farmers. These meetings would also be reported in this section as well as in the F-tension Teaching Activities section. "Days devoted" in both places would be reported in the appropriate column below and also in the Program Emphasis section.

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperatives; also participation in work with the other Farm Credit district personnel and representatives of its central office in Washington, D. C.

158. Line is left blank so that States, if they desire, may request information about a Federal agency not listed.

165. Line is left blank for State use.

168. Line is left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—						Number of meetings relating to program of agency attended by county extension workers	
	Agents doing primarily home demonstration work		Agents doing primarily 4-H Club work		Agents doing primarily agricultural work			
	A	B	C	D	E	F	G	H
FEDERAL AGENCIES								
146. Social Security Administration, Internal Revenue Service.....	26	37	14	24	73	187	43	102
147. Bureau of Land Management, Bureau of Reclamation.....	-	-	-	-	3	8	3	5
148. Farm Credit Administration.....	2	2	2	11	51	89	35	62
149. Farmers Home Administration.....	27	41	14	24	83	229	64	135
150. Fish and Wildlife Service.....	20	77	15	41	41	125	29	414
151. Forest Service.....	3	5	15	59	51	140	28	59
152. Bureau of Indian Affairs.....	-	-	-	-	-	-	-	-
153. Agricultural Stabilization and Conservation Program Committee.....	5	5	22	62	76	1,030	87	913
154. Rural Electrification Administration.....	28	226	14	26	25	65	24	201
155. Selective Service System.....	-	-	4	8	13	21	5	3
156. Soil Conservation Service.....	7	16	17	67	83	475	58	457
157. Valley authority (TVA, etc.).....	7	24	9	25	33	310	18	92
158. Other (specify).....	4	16	1	3	3	4	3	16
STATE AGENCIES								
159. Health department.....	76	259	13	26	41	76	52	148
160. Highway department.....	10	23	7	11	29	46	19	31
161. State departments of agriculture and forestry.....	4	5	22	89	82	500	55	185
162. State department of education: General schools.....	40	122	12	42	39	100	34	160
163. State employment service.....	1	2	3	3	12	27	6	7
164. Welfare department.....	48	86	7	8	29	37	28	78
165. Other (specify).....	8	12	4	6	5	12	10	28
COUNTY AGENCIES								
166. Soil conservation districts.....	6	12	17	36	89	523	80	535
167. Vocational-agriculture and home economics departments.....	71	192	28	124	79	381	67	276
168. Other (specify).....	17	117	2	18	9	51	13	77

YOUR ANNUAL REPORT

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

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

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

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained in the National Archives of the United States Government.

General Directions

From 4 to 6 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 Federal Extension Service, United States Department of Agriculture. The report to the Washington, D.C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county during the year, the information contained in his or her report should be 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

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

A good narrative report should enable the reader to obtain, for EACH MAJOR line of work undertaken, a comprehensive picture of—

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention. Be brief.
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work. Be brief.

3. HOW the work was carried on; emphasize the principal, new, or adaptations of old teaching methods used and their effectiveness, rather than going into detail about every teaching method used; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.

4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.

5. HOW next year's work can be strengthened and improved in light of the current year's experience. (Optional)

For minor lines of work, only the results need to be reported to complete the record of the year's work.

Include one significant story of extension accomplishments. This could be a family, community, or county-wide result story in any phase of extension work. It should, however, deal with a major problem that people face currently. It may reflect work done over a period of several years. If possible, write in the form of a feature story. Give enough detail to describe the problem or situation. Be sure to tell what extension did to help the people solve their problem, and the results of their actions. If possible, measure benefits in terms of reduced operating costs, greater income, balanced production, and better living. The story should have sufficient substance to be significant, convincing, and interpretative of the type of activity that helps people to understand our educational program and its relation to an efficient agriculture, to better living, and to the interests of the consumer and the Nation as a whole.

The Statistical Report

When two or more agents are employed in a county, they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums of the activities of all agents unless duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers, homemakers, or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the extension program in agricultural, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their States.

Central Falls

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 47 State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Dejno</u>		<u>Dec 1, 1957</u>	<u>Dec 30, 1960</u>



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

Approved:

Date January 25, 1961

J. E. L. [Signature]
State Extension Director

Form FES-21
(Revised June 1959)

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 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, or 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 result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or State conferences of extension personnel.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

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	34 9653	-	-	32 16,221	47	45,349	
2. Office calls.....	do	34 5840	-	-	32 10,863	47	16,663	
3. Telephone calls.....	do	34 11,167	-	-	32 10,620	47	27,327	
4. News articles or stories prepared	Number	29 441	-	-	29 501	41	938	
5. Broadcasts made or prepared:								
a. Radio.....	Number	16 405	-	-	14 316	21	719	
b. Television.....	do	1 1	-	-	1 2	2	3	
6. Bulletins distributed.....	do	34 9669	-	-	32 74,673	47	145,742	
7. Adult result demonstrations conducted.....	Number	26 353	-	-	29 594	41	941	
8. Training meetings held for local leaders:								
a. Adult work:								
(1).....	Number	34 418	-	-	27 340	45	756	
(2).....	Attendance	34 3924	-	-	27 4308	45	5159	
b. YMW work:								
(1).....	Number	6 34	-	-	11 87	15	111	
(2).....	Attendance	6 130	-	-	11 1227	15	1,357	
c. 4-H Club work:								
(1).....	Number	31 264	-	-	26 411	44	668	
(2).....	Attendance	31 3,054	-	-	26 7,260	44	10,734	
9. All other meetings agent held or participated in:								
a. Adult work:								
(1).....	Number	34 3,377	-	-	32 1111	47	4,442	
(2).....	Attendance	34 80,242	-	-	32 36,279	47	95,285	
b. YMW work:								
(1).....	Number	7 51	-	-	14 148	19	199	
(2).....	Attendance	7 740	-	-	14 2,775	19	2,570	
c. 4-H Club work:								
(1).....	Number	34 2510	-	-	32 1744	47	4,154	
(2).....	Attendance	34 80,892	-	-	32 52,538	47	121,153	
10. Meetings held or conducted by local leaders:								
a. Adult work:								
(1).....	Number	34 826	-	-	24 310	45	1,132	
(2).....	Attendance	34 2,941	-	-	24 5,574	45	15,495	
b. YMW work:								
(1).....	Number	7 34	-	-	13 92	19	126	
(2).....	Attendance	7 454	-	-	13 1,133	19	1,557	
c. 4-H Club work:								
(1).....	Number	33 709	-	-	30 643	45	1,324	
(2).....	Attendance	33 15,968	-	-	30 17,648	45	32,917	

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 program are to be included here. These facts may be obtained through mail questionnaires, telephone, or personal interview.
15. A project leader, local leader, or committeeman is a person selected by extension or the group they represent, to lead some phase of the extension program in 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, 39, 45, 51, 57, 62, 68, and column C on page 23, less duplications.
- 15e. 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 on 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.

EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

a. Name of citizens' organization or group having legal or quasi-legal status, if any

b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a". None
47 County Board of Supervisors

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

Item	Councils or committees		Members		Meetings of such councils or committees held during the year			
	A	B	C	D	C	D		
	Number	Number	Number	Attendance				
a. Overall or general	47	49	44	2096	44	178	44	2,628
b. Agricultural	37	112	27	824	27	135	27	1,787
c. Home demonstration	32	43	32	1118	32	106	32	1,994
d. Young men and women	9	11	9	128	9	42	9	423
e. 4-H Club	47	68	44	3826	44	213	44	5,552

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

Item	A	B		
	Number	Attendance		
a. Community or local meetings	41	966	41	15,500
b. County meetings	39	165	39	5,117

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

14½. Are you currently engaged in Program Projection in your county? (Check one) Yes 22 No 25

15. 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	Older club					
			Boys	Girls				
	A	B	C	D				
a. In adult agricultural work	35	1468	25	754	XXXX	XXXX		
b. In adult home demonstration work	16	232	33	2401	XXXX	XXXX		
c. In young men and women's work	14	178	16	111	XXXX	XXXX		
d. In 4-H Club work	47	423	47	1143	37	460	38	790
e. Total number of DIFFERENT leaders	47	2074	47	3,579	37	460	38	795

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

17. Number of members in such clubs or groups

35 356
 35 6936